

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Request for Tax Residency Certificate

Dear [Tax Authority Official's Name],

I am writing to formally request a Tax Residency Certificate for the year [Year] as required for my foreign investments.

My personal details are as follows:

Name: [Your Name]
Tax Identification Number: [Your TIN]
Date of Birth: [Your DOB]
Nationality: [Your Nationality]

The Tax Residency Certificate is essential for ensuring compliance with international tax regulations and confirming my tax residency status in [Your Country].

Please let me know if any additional documents or information are required to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]