

[Your Organization's Letterhead]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Tax Residency Certificate

We hope this letter finds you in good health and high spirits. We are writing to formally request a Tax Residency Certificate for [Your Organization's Name], a non-profit organization based in [Your Organization's Location]. Our organization is dedicated to [brief description of your organization's mission and activities].

As we seek to enhance our outreach and impact, having a Tax Residency Certificate is vital for us to be eligible for various funding opportunities and partnerships with both domestic and international entities.

We kindly ask you to provide the Tax Residency Certificate for our organization for the fiscal year [insert relevant year or years]. Should you require any additional information or documentation to process our request, please do not hesitate to let us know.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]