

Retail Tax Compliance Certification Amendment Request

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to our retail tax compliance certification that was previously submitted on [Insert Original Submission Date].

Due to [insert reason for amendment, e.g., new business location, change in ownership, etc.], we believe it is necessary to update the information contained within our certification to ensure ongoing compliance with applicable tax regulations.

Attached to this letter, you will find the necessary documentation supporting our amendment request, including [list any relevant documents, such as proof of new address, tax identification number changes, etc.].

We appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]