

# Retail Tax Compliance Certification Renewal Application

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company's Name]  
[Your Company's Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Agency Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Renewal of Retail Tax Compliance Certification

I am writing to formally request the renewal of our Retail Tax Compliance Certification for [Your Company's Name]. Our certification is due to expire on [Expiration Date], and we have taken all necessary steps to ensure continued compliance with state and federal tax regulations.

Enclosed with this letter, you will find the required documentation, including:

- Completed application form
- Proof of tax compliance
- Any supporting financial statements
- Payment for renewal fees

We appreciate your attention to this matter and look forward to your prompt processing of our application. Should you require any additional information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]

[Your Title]

[Your Company's Name]