

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a certification of retail tax compliance pertaining to our company, [Your Company Name]. This certification is necessary for [insert reason, e.g., a specific audit, grant application, partnership, etc.].

We have always strived to maintain compliance with all applicable tax regulations and believe that this certification will reflect our commitment to proper tax practices.

Please let us know if you require any documents or further information to process this request. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]