

Tax Compliance Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request confirmation of tax compliance pertaining to my account with [Company/Organization Name], under taxpayer identification number [Your TIN].

As of [specific date], I would like to ensure that all necessary tax filings have been submitted accurately and on time. Could you please provide a letter or any documentation confirming my compliance status?

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

Sincerely,

[Your Name]