

# Authorization for Tax Withholding Certificate Renewal

**From:**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**To:**

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], hereby authorize the renewal of my tax withholding certificate for the year [Year]. My tax identification number is [Your TIN/SSN]. Please proceed with the necessary steps to ensure that my tax withholding certificate is updated accordingly.

If you require any further information or documentation to facilitate this renewal, please do not hesitate to contact me at my email or phone number provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]