

Request for Tax Residency Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the necessary documentation to establish my tax residency for [specify purpose, e.g., banking, investment, etc.]. As an individual residing in [Your Country/State], I need to provide proof of my residency status to comply with the relevant tax regulations.

I would appreciate it if you could provide me with the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

Please let me know if there are any forms I need to complete or further information you require from me to process this request. I would be grateful for your prompt assistance in this matter.

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

Sincerely,

[Your Name]