

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Clarification on Tax Residency Criteria**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the tax residency criteria applicable to my situation, as I believe there may be some uncertainty.

According to the regulations outlined by [Relevant Tax Authority], it is critical to establish an individual's residency status for tax purposes based on various factors including, but not limited to, physical presence, domicile, and intent to reside. In my case, I have been [briefly explain your situation, e.g., living and working in different countries], which may complicate my residency assessment.

Specifically, I would like to understand how [mention any specific criteria or concerns you have] applies to my situation.

Thank you for your attention to this matter. I appreciate your assistance in clarifying the tax residency criteria, and I look forward to your prompt response.

Sincerely,

[Your Name]