

[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]

Dear [Recipient's Name],

I am writing to formally request verification of my tax residency status for the purpose of [state the reason, e.g., tax treaty benefits, job application, etc.]. My full name is [Your Full Name] and my identification number is [Your ID Number].

Due to my [explain your situation briefly, e.g., recent relocation, employment change], it is important for me to establish my current tax residency status. I kindly ask you to provide a statement confirming my residency for tax purposes.

Attached are the necessary documents to support my request:

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

I appreciate your prompt assistance with this matter. Please let me know if you require any additional information.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]