

Request for Tax Clearance Certificate

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To,
The Tax Officer,
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Request for Tax Clearance Certificate for Business Registration

Dear [Tax Officer's Name],

I am writing to formally request a Tax Clearance Certificate for my business, [Your Company Name], as part of the requirements for our business registration.

Our business details are as follows:

- Business Name: [Your Company Name]
- Tax Identification Number: [Your TIN]
- Business Address: [Your Business Address]

We have fulfilled all our tax obligations and would appreciate your prompt assistance in issuing the Tax Clearance Certificate.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]