

Request for Tax Clearance Certificate

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

Date: [Insert Date]

[Recipient Name]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a Tax Clearance Certificate for employment verification purposes. I am in the process of pursuing a new employment opportunity, and the prospective employer requires this document as part of their hiring process.

My tax identification number is [Your Tax ID Number], and I have ensured that all my tax obligations are up to date.

I would appreciate it if you could process this request at your earliest convenience. Should you need any additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,
[Your Name]