

# Request for Tax Clearance Certificate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Tax Clearance Certificate

Dear [Tax Authority Official's Name],

I am writing to formally request a Tax Clearance Certificate for the purpose of conducting a financial audit for [Your Company/Organization Name]. Our audit is scheduled for [audit date], and we require the certificate to ensure compliance with statutory regulations.

Our Tax Identification Number (TIN) is [Your TIN]. We have been compliant with all tax obligations, and I believe that our records will reflect this.

Please let me know if you require any additional information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]