

# Request for Tax Clearance Certificate

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a Tax Clearance Certificate for [Your Company Name] as required for our upcoming government contract, [Contract Name/Number]. We are currently in the process of finalizing documents and your prompt assistance is appreciated.

We have maintained compliance with all tax obligations, and we kindly ask you to issue the Tax Clearance Certificate at your earliest convenience.

Please feel free to contact me should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]