

Request for Tax Clearance Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Official's Name],

I am writing to request a Tax Clearance Certificate to facilitate my upcoming international travel. My travel is scheduled for [insert travel dates] and the certificate is required for [mention reason, e.g., visa application].

My taxpayer identification number is [insert TIN or other reference number] and I have ensured that all my tax obligations are up to date. Attached are copies of my recent tax documents for your reference.

I would appreciate your assistance in expediting this request, as it is crucial for my travel plans. If you need any further information or documents, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]