

# Letter of Request for Tax Clearance Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Official's Name],

I am writing to formally request a Tax Clearance Certificate for the purpose of investment. My name is [Your Name], and my taxpayer identification number is [Your TIN]. This certificate is required to confirm that my tax obligations are up to date.

I intend to make an investment in [describe the investment], and the certificate is necessary to fulfill the requirements set by [name the entity requiring the certificate, if applicable].

Please find attached supporting documents that may assist in this request, including [list any attachments, e.g., previous tax returns, identification]. If there are any fees associated with the issuance of the Tax Clearance Certificate, please inform me so that I can submit payment promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]