

Request for Tax Clearance Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a tax clearance certificate for the purpose of my loan application with [Lender's Name]. I understand that this certificate is required to proceed with the application process.

My tax identification number is [Your Tax ID Number], and I have filed my taxes for the past [Number of Years] years without any issues. I would appreciate your assistance in issuing the clearance certificate at your earliest convenience.

If there are any fees or additional information required, please let me know. I can be contacted at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]