

# Request for Tax Clearance Certificate

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Dear [Tax Authority Name],

I am writing to request a Tax Clearance Certificate for my personal use. My name is [Your Name], and my tax identification number is [Your Tax ID Number]. I would like to obtain this certificate to fulfill [specific reason, e.g., a personal loan application, property transaction, etc.].

I have filed my taxes for the past [number of years] and believe that I am in good standing with my tax obligations. If you require any additional information or documentation, please let me know.

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

Sincerely,  
[Your Name]