

# Request for Tax Clearance Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

[Tax Authority Name]

[Office Address]

[City, State, ZIP Code]

Subject: Request for Tax Clearance Certificate for Property Purchase

Dear [Tax Authority Officer's Name],

I hope this letter finds you well. I am writing to formally request a Tax Clearance Certificate for the purpose of purchasing a property located at [Property Address].

As part of the transaction, the property seller requires a Tax Clearance Certificate to ensure that all property taxes have been duly paid. I kindly ask for your assistance in processing this request as soon as possible to facilitate the purchase.

Below are my details for your reference:

- Name: [Your Full Name]
- Property Address: [Property Address]
- Tax Identification Number: [Your TIN]

If any further information is required, please do not hesitate to contact me. Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Name]