

Request for Tax Clearance Certificate

Date: [Insert Date]

To,

The Tax Officer,
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Tax Clearance Certificate for Scholarship Application

Dear [Tax Officer's Name],

I hope this letter finds you well. I am writing to formally request a Tax Clearance Certificate as part of my application for [Name of Scholarship] scholarship.

As per the scholarship requirements, I need to provide a Tax Clearance Certificate to prove that I am in good standing with my tax obligations. My details are as follows:

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

I would be grateful if you could process my request at your earliest convenience, as the application deadline is on [Insert Deadline]. Please let me know if you require any additional information or documentation.

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

Sincerely,

[Your Full Name]
[Your Signature (if sending a hard copy)]