

Application for Withholding Tax Exemption Certificate

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Recipient's Name

Title

Department/Organization Name

Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a withholding tax exemption certificate under applicable regulations. As [briefly explain your status, e.g., a non-profit organization, a foreign entity], I believe that I meet the criteria for exemption as outlined by [relevant tax regulation or authority].

Attached are the supporting documents that substantiate my claim for this exemption:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Title (if applicable)]

[Your Organization (if applicable)]