

# Letter of Clarification on Withholding Tax Exemption Certificate

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification on Withholding Tax Exemption Certificate

I am writing to clarify the details concerning the withholding tax exemption certificate provided to us on [insert date]. We appreciate your cooperation in this matter and would like to confirm the following points:

- Type of Exemption: [Specify exemption type]
- Effective Period: [Insert effective period]
- Applicable Amount: [Specify amount, if applicable]

We understand the importance of maintaining compliance with tax regulations and want to ensure that all relevant documentation is accurately submitted. Please let us know if there are any further steps required on our part.

Thank you for your assistance and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]  
[Your Company Name]