

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

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the withholding tax exemption certificate submitted on [date of submission]. As we are in the process of [briefly explain the relevant context, e.g., finalizing our accounts, preparing for an audit, etc.], it is imperative that we receive the exemption certificate at your earliest convenience.

If there are any additional documents or information required from my side to expedite this process, please do not hesitate to reach out. Your assistance in this matter is greatly appreciated.

Thank you in advance for your attention to this request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]