

Request for Withholding Tax Exemption Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a withholding tax exemption certificate for [specific purpose, e.g., rental income, investment income]. As a qualified entity under [specific tax law or regulation], I believe I meet the necessary criteria for exemption.

Please find attached all relevant documentation supporting my request, including [list any included documents, e.g., tax identification number, previous exemption certificates, etc.].

I appreciate your attention to this matter, and I look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization, if applicable]