

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Submission for Withholding Tax Exemption Certificate

Dear [Tax Authority Representative's Name],

I am writing to formally request a withholding tax exemption certificate. I am currently [describe your status, e.g., a non-profit organization, a foreign entity, etc.], and believe that I qualify for the exemption under [mention specific provision if applicable].

Enclosed with this letter are the necessary documents to support my request:

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

I would appreciate your prompt attention to this matter. If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization Name]