

# Request for Update on Withholding Tax Exemption Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an update on my withholding tax exemption certificate. My details are as follows:

Full Name: [Your Full Name]

Tax Identification Number (TIN): [Your TIN]

Date of Birth: [Your DOB]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]