

Letter of Acknowledgement

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgement of Accountancy Tax Certificate Renewal

We hereby acknowledge the receipt of your application for the renewal of your accountancy tax certificate. Your application was received on [Insert Date of Receipt]. We appreciate your timely submission and dedication to meeting compliance requirements.

Your request is currently being processed, and we anticipate that the renewal will be completed within [Insert Time Frame] business days. Should we require further information or documentation, we will contact you promptly.

Thank you for your continued trust in our services.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]