

Application for Accountancy Tax Certificate Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Organization/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the renewal of my Accountancy Tax Certificate, which is set to expire on [Insert Expiration Date]. As a practicing accountant and in compliance with all relevant regulations, I understand the importance of maintaining an active certificate.

Please find attached the necessary documents required for the renewal process:

- Completed renewal application form
- Proof of continuing education hours
- Copy of current tax certificate
- Payment for renewal fees

I appreciate your attention to this matter and look forward to your positive response. Should you need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]