

Confirmation of Tax Certificate Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to confirm the renewal of our accountancy tax certificate for the fiscal year [Insert Year]. We have completed all necessary paperwork and submitted any requested documentation regarding this renewal.

We appreciate your prompt attention to this matter and look forward to receiving the renewed tax certificate at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]