

Follow-Up on Tax Certificate Renewal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request for the renewal of my accountancy tax certificate submitted on [Submission Date].

As the renewal is essential for my compliance and financial planning, I would appreciate any updates you can provide regarding the status of my request. If there are any additional documents or information needed, please do not hesitate to let me know.

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

Best regards,

[Your Name]

[Your Title/Position]