

# **Inquiry Regarding Accountancy Tax Certificate Renewal**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the renewal process for the accountancy tax certificate associated with my account. As it is nearing its expiration, I would appreciate any information regarding the necessary steps and documents required for the renewal.

Additionally, if there are any changes in the renewal fees or regulations, please provide that information as well. I would like to ensure that all submissions are completed in a timely manner to avoid any interruptions in my services.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]