

Letter of Submission for Tax Certificate Renewal

John Doe
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Date: [Insert Date]

To Whom It May Concern,
[Tax Authority's Name]
[Tax Authority's Address]
[City, ST ZIP]

Subject: Submission for Accountancy Tax Certificate Renewal

Dear [Recipient's Name],

I am writing to formally submit my application for the renewal of my Accountancy Tax Certificate. My certificate number is [Insert Certificate Number], and it is set to expire on [Insert Expiry Date].

Enclosed are the necessary documents to facilitate the renewal process:

- Completed renewal application form
- Copy of current tax certificate
- Proof of payment for renewal fee
- Any additional documents as required

I would appreciate your prompt attention to this matter, and I look forward to your response. Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,
John Doe