

Submission of eTax Documentation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally submit the required documentation for the eTax process as per the guidelines. Attached to this letter, you will find the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

Please confirm the receipt of these documents at your earliest convenience. If there are any additional materials required, do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]