

# Expatriate Tax Exemption Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an expatriate tax exemption in accordance with my employment verification for the position of [Your Job Title] at [Company Name]. My employment commenced on [Start Date], and I am currently assigned to [Location of Assignment].

As part of my relocation, I would like to ensure that I am complying with all tax regulations, and I believe that my eligibility for tax exemption is pertinent to my current assignment. Attached to this letter are the necessary documents for your verification, including my employment contract and relocation papers.

I appreciate your prompt attention to this matter and look forward to your confirmation of my expatriate tax exemption status. Should you require any further information or additional documentation, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,  
[Your Name]