

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Tax Officer/Treasurer]

[Office of the City/Municipal Treasurer]

[Name of Municipality/City Hall]

[Address of Municipality]

Subject: Request for Opening of Municipal Government Tax Collection Account

Dear [Mr./Ms. Last Name],

I am writing to formally request the opening of a tax collection account with the [Name of Municipality] for the purpose of fulfilling my tax obligations.

As a [resident/business owner] operating under the name [Company Name, if applicable], I wish to ensure the timely and accurate payment of my [Business Taxes / Property Taxes / Other Taxes]. Please provide the necessary forms, account details, and a list of required documentation to finalize this registration.

Below are my basic details for your reference:

- **Taxpayer Identification Number (TIN):** [Insert Number]
- **Business Permit Number:** [Insert Number, if applicable]
- **Nature of Business:** [Insert Description]

Thank you for your assistance in this matter. I look forward to your prompt response regarding the next steps in the enrollment process.

Sincerely,

[Signature]

[Your Printed Name]