

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Tax Identification Number]

[Date]

[Tax Authority Name]
[Department]
[Address]
[City, State, Zip Code]

Subject: Request for Certificate of Tax Residency

To Whom It May Concern,

I am writing to formally request a Certificate of Tax Residency for the tax year [Year].

This certificate is required for the purpose of [reason, e.g., claiming benefits under a Double Taxation Agreement] in [Country Name].

Please find my details below:

- Full Name / Legal Entity: [Your Name]
- Tax Identification Number: [Number]
- Date of Birth / Incorporation: [Date]
- Current Residential / Business Address: [Address]

Please mail the original document to the address listed above. If there are any fees associated with this request or if additional documentation is required, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Signature]

[Your Printed Name]