

[Current Date]

[Recipient Name/Department]

[Tax Authority Name]

[Address Line 1]

[City, State, Zip Code]

[Country]

Subject: Annual FATCA Reporting Submission for Reporting Year [YYYY]

To Whom It May Concern,

On behalf of [Reporting Financial Institution Name], we are formally submitting our annual Foreign Account Tax Compliance Act (FATCA) report for the period ending December 31, [YYYY].

The details of the reporting entity are as follows:

- **Financial Institution Name:** [Full Legal Name]
- **GIIN (Global Intermediary Identification Number):** [Your 19-digit GIIN]
- **Country of Residence:** [Country Name]
- **Reporting Model:** [Model 1 IGA / Model 2 IGA / Direct Reporting]

The submission includes the following information:

- Total number of reportable accounts: [Number]
- Total value/balance of reportable accounts: [Currency and Amount]
- [Optional: Mention Nil Return if no accounts were found reportable]

This report has been prepared in accordance with the requirements set forth by the [Local Tax Authority Name] and the Internal Revenue Service (IRS). We confirm that the data transmitted via [Electronic Portal Name/Method] is accurate and complete to the best of our knowledge.

Should you require any further information or clarification regarding this filing, please contact [Name of Compliance Officer] at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Typed Name]

[Job Title/Position]

[Reporting Financial Institution Name]