

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Country]
[Date]

[Recipient Name or Department]
[Financial Institution Name]
[Institution Address]
[City, State, Zip Code]
[Country]

Subject: Submission of FATCA Withholding Certificate for [Account Number/Entity Name]

Dear Sir/Madam,

Please find enclosed the completed and signed IRS Form [Insert Form Type, e.g., W-8BEN, W-8BEN-E, or W-9] regarding the Foreign Account Tax Compliance Act (FATCA) requirements for the aforementioned account.

The purpose of this submission is to certify the following:

- Tax residency status of the account holder.
- FATCA classification and Global Intermediary Identification Number (GIIN), if applicable.
- Eligibility for any applicable treaty benefits or exemptions from withholding.

I confirm that the information provided in the attached documentation is true, correct, and complete. Please update your records accordingly to ensure compliance with relevant tax reporting and withholding regulations.

Should you require any additional information or further clarification, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Typed Name]
[Title/Position]

Enclosure: [Name of Form, e.g., Form W-8BEN-E]