

[Date]

[Taxpayer Name / Business Name]

[Tax Identification Number]

[Current Address]

[City, State, Zip Code]

To: [Name of Current Tax Authority/Office]

Subject: Notification of Transfer of Servicing Tax Authority

Dear Sir/Madam,

This letter is to formally notify your office of a change in the servicing tax authority for the above-mentioned taxpayer, effective as of [Effective Date].

Due to [Reason for transfer, e.g., relocation of business headquarters / change in jurisdiction], our tax records and future filings should be transferred to the following office:

New Servicing Tax Authority: [Name of New Tax Office]

Address: [New Tax Office Address]

Jurisdiction: [New City/State/Region]

We request that you update your records accordingly and forward any necessary tax files or pending documentation to the new authority. We confirm that all tax obligations under your jurisdiction up to the effective date have been [filed/paid/addressed].

Please provide a confirmation of this transfer or advise if there are additional forms required to complete this process.

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Contact Phone Number]