

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

[Current Tax Office Name]  
[Address]  
[City, State, Zip Code]

**RE: Request for Transfer of Tax Records / Servicing Tax Authority**

To the Tax Officer in Charge,

I am writing to formally request the transfer of my tax records and the management of my tax affairs from [Current Tax Office Name] to [New Tax Office Name].

This request is being made due to the following reason: [e.g., Change of business registered address / Relocation of individual residency].

Please find my details below:

- **Taxpayer Name:** [Your Full Name or Business Name]
- **Tax Identification Number (TIN):** [Your TIN]
- **Current Address:** [Old Address]
- **New Address:** [New Address]
- **Effective Date of Move:** [Date]

I request that all files, historical records, and pending assessments be forwarded to the new jurisdiction to ensure continued compliance. Please let me know if there are any outstanding liabilities or specific forms required to finalize this transfer.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Printed Name]  
[Contact Phone Number]  
[Email Address]