

10 June 2024

To,
The Assessing Officer,
[Name of Tax Department / Address]
Income Tax Department
[City, State, ZIP Code]

Subject: Application for Issuance of Tax Residency Certificate (TRC)

Respected Sir/Madam,

I, [Your Name], holding PAN [Your PAN Number], kindly request the issuance of a Tax Residency Certificate for the financial year [Year]. The certificate is required for the purpose of availing Double Taxation Avoidance Agreement (DTAA) benefits as per the provisions of the relevant tax treaty between India and [Country Name].

I confirm that I am a resident of India for tax purposes during the mentioned period. Please find enclosed the necessary documents for your reference and records:

- Copy of PAN card
- Copy of passport
- Proof of residential address
- Self-declaration of residency status
- Any other documents as required by the department

I kindly request you to process my application at the earliest. Please feel free to contact me should you require any further information or documents.

Thanking you.

Yours sincerely,
[Your Name]
[Your Address]
[Your Contact Number]
[Your Email Address]

Important Notes:

- Ensure all supporting documents are accurate and up-to-date.
- The format and required documents may vary as per jurisdiction; consult local tax authorities if unsure.
- A Tax Residency Certificate is usually valid for a specific financial year—mention the period clearly.
- Misrepresentation or incorrect information may lead to rejection or penalties.