

Date: \_\_\_\_\_

Place: \_\_\_\_\_

To,  
The Assessing Officer,  
[Tax Department/Authority Name]  
[Address Line 1]  
[Address Line 2]

**SUBJECT: REQUEST FOR ISSUANCE OF TAX RESIDENCY CERTIFICATE (TRC)**

Respected Sir/Madam,

I, [Full Name], holding PAN [XXXXXXXXXX], am a resident of [Address]. I request the issuance of a Tax Residency Certificate (TRC) for the period [Start Date] to [End Date] to avail benefit under the Double Taxation Avoidance Agreement (DTAA) between India and [Country Name].

The TRC is required by the tax authorities of [Country Name] for the purpose of providing evidence of my tax residency status in India.

I am enclosing herewith the necessary documents as prescribed by the relevant guidelines.

I request you to kindly process my application and issue the Tax Residency Certificate (TRC) at the earliest.

Thanking you.

Yours faithfully,

[Signature]  
[Full Name]  
[Contact Details]

Encl: [List of documents enclosed]

**IMPORTANT NOTES:**

- Ensure that all details such as name, PAN, address, and assessment year are accurate.
- Attach self-attested copies of supporting documents (e.g., PAN card, passport, address proof).
- Verify the required documents and procedure with your local tax office, as requirements may vary.
- This format may need modification based on specific authority or country requirements.