

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

To,  
The Assessing Officer,  
[Tax Authority Name],  
[Office Address],  
[City, State, ZIP Code]

**Subject:** Application for Renewal of Tax Exemption Certificate

Sir/Madam,

I, **[Applicant Name]**, holding Tax Exemption Certificate Number **[Certificate No.]** issued on **[Issue Date]** on behalf of **[Organization/Individual Name]**, respectfully submit this application for the renewal of the said certificate, which is set to expire on **[Expiry Date]**.

We continue to comply with all the necessary conditions and eligibility criteria prescribed under the applicable law.

Kindly find attached the required supporting documents for your consideration:

1. Copy of existing Tax Exemption Certificate
2. Latest audited financial statements
3. Proof of compliance with statutory requirements
4. Any other documents as required

We request you to kindly process the renewal at the earliest.

Thanking you,

Yours faithfully,

\_\_\_\_\_  
[Applicant Name]  
[Designation]  
[Organization Name/Contact Details]

### **Important Notes:**

- Ensure that all required documents are updated and attached with the application.
- Application should be submitted before the expiry of the current certificate.
- Verify the specific requirements of the relevant tax authority before submission.
- Keep a copy of the submitted application and acknowledgement for future reference.