

Your Company Name
Your Company Address
City, State, ZIP Code
Phone: (xxx) xxx-xxxx
Email: info@yourcompany.com

Date: June 25, 2024

To,
The Tax Officer
Tax Department
Address of Tax Office
City, State, ZIP Code

SUBJECT: REQUEST FOR ISSUANCE OF TAX CLEARANCE CERTIFICATE FOR EXPORTS

Dear Sir/Madam,

I am writing on behalf of **Your Company Name**, engaged in the export of goods/services, to kindly request the issuance of a Tax Clearance Certificate required for our export activities.

We have complied with all the applicable tax requirements and duly filed our returns up to date. The Tax Clearance Certificate is required to meet the regulatory requirements of the customs authorities for exporting our products.

Kindly find attached copies of all relevant documents for your reference and necessary action.

We would appreciate your prompt assistance in processing our application.

Thank you.

Sincerely,

Authorized Signatory
Your Name
Your Position
Your Company Name

Important Notes:

- Ensure all due taxes are cleared before submitting the request.
- Attach supporting documents such as tax returns, export licenses, and any official forms as required.
- Contact the concerned tax office for specific requirements or templates.
- Retain a copy of the request and sent documents for your records.
- The process and timeline for certificate issuance may vary by jurisdiction.