

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.