

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Application for FZCO Tax Registration

Dear [Tax Authority Contact Name],

I am writing to formally apply for tax registration for my company, [Company Name], which operates as a Free Zone Company (FZCO) in [Free Zone Name].

Company Details:

- Company Name: [Company Name]
- Registration Number: [Registration Number]
- Free Zone: [Free Zone Name]
- Business Activities: [Description of Business Activities]

We understand the necessity of complying with all tax regulations and are committed to fulfilling our obligations as a registered entity. Attached are the required documents for your reference:

1. Certificate of Incorporation
2. Business License
3. Shareholder Agreement
4. Copy of Passport/ID of Shareholders

Please let us know if you require any additional information or documents to expedite the registration process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Company Name]