

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

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

Subject: Request for Closure of Income Tax Account

Dear [Tax Authority/Officer's Name],

I am writing to formally request the closure of my income tax account with your office. My details are as follows:

- Name: [Your Full Name]
- Tax Identification Number (TIN): [Your TIN]
- Address: [Your Address]

Due to [brief reason for closure, e.g., relocation, no longer meeting tax obligations, etc.], I would like to close my income tax account effective immediately.

Please confirm the closure of my account and let me know if there are any further steps or documents required from my end.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]