

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Urgent Request for RC for Tax Purposes

Dear [Recipient Name],

I hope this message finds you well. I am writing to urgently request the release of the Revenue Certificate (RC) required for my tax documentation.

Due to [briefly explain reason for urgency, e.g., approaching tax deadline, audit requirement], I would appreciate your prompt assistance in processing this request.

Please find the necessary details below:

- Full Name: [Your Full Name]
- Tax Identification Number: [Your TIN]
- Relevant Account Number: [Your Account Number]
- Purpose of Request: [State purpose, e.g., tax filing, audit]

I have attached any required documents for your review. If you need any further information, feel free to contact me at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Attachments, if any]