

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

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

Subject: Request for Withholding Tax Exemption

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an exemption from withholding tax for my [specific reason: e.g., income, investment, etc.], in accordance with [relevant tax law or provision, if applicable].

I believe I qualify for this exemption based on [brief explanation of eligibility criteria or circumstances]. Enclosed with this letter are the necessary documentation and forms to support my request.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]

[Your Tax Identification Number, if necessary]

Enclosures: [List any documents you are including]