

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

West Virginia State Tax Division
P.O. Box cantor 1
Charleston, WV 25301
Subject: West Virginia Tax Registration
Dear Sir/Madam,

I am writing to formally register for state taxes in West Virginia. Below are my business details required for the registration process:

Business Name: [Your Business Name]
Business Entity Type: [LLC/Corporation/Sole Proprietorship, etc.]
Business Address: [Business Physical Address]
Employer Identification Number (EIN): [Your EIN]
Contact Person: [Name of Contact Person]
Phone Number: [Contact Person's Phone Number]
Email Address: [Contact Person's Email Address]

Please let me know if you require any additional information or documents to complete my registration. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]