

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

Zambia Revenue Authority
[Office Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Application for Business Registration

I am writing to formally apply for the registration of my business,
[Business Name], under the Zambia Revenue Authority.

Business Details:

- Business Name: [Business Name]
- Nature of Business: [Brief Description of Business Activities]
- Business Address: [Business Address]
- Business Owner(s): [Owner Name(s) and their Details]
- Contact Information: [Phone Number and Email Address]

Enclosed are the required documents:

1. Business Registration Form
2. Proof of Address
3. Identification Documents
4. Any additional documents as required

I kindly request your prompt attention to this application and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Business Name]