

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

Zambia Revenue Authority

[Office Address]  
[City, State, Zip Code]

Subject: Application for Tax Exemption

Dear [Recipient's Name],

I am writing to formally request an exemption from taxation under the provisions of the Zambia Revenue Authority Act.

[State the reason for your request and provide relevant background information. Include details about your organization or business, its objectives, and how it aligns with the exemption criteria.]

Enclosed with this letter are the necessary documents that support my application, including [list any attached documents, such as a business registration certificate, financial statements, and any other relevant information].

I appreciate your consideration of my application and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Organization Name, if applicable]