

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

Zambia Revenue Authority

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

Subject: Submission of Income Tax Return for the Year [Year]

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to submit my income tax return for the year [Year] as required under the Zambian tax laws. My Taxpayer Identification Number (TPIN) is [Your TPIN].

Enclosed with this letter are the following documents:

1. Completed income tax return form.
2. Supporting financial statements.
3. Proof of tax payment for the year [Year].
4. Other relevant documents.

I confirm that all the information provided is accurate and true to the best of my knowledge. Please do not hesitate to contact me should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]