

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

Zambia Revenue Authority

[Address of ZRA]
[City, State, Zip Code]

Subject: Application for Investment Incentive

Dear Sir/Madam,

I am writing to formally apply for the investment incentive offered by the Zambia Revenue Authority. I represent [Your Company Name], a company engaged in [brief description of your business activities].

Our company aims to [describe the objectives of the investment and how it aligns with Zambian development goals]. As part of our commitment, we plan to invest [state the amount of the investment] in [describe the project or area of investment], which will [mention anticipated benefits, such as job creation, improved infrastructure, etc.].

We believe that this investment will contribute positively to the economy and align with the ZRA's goals for fostering economic growth and development in Zambia.

Enclosed with this letter are the necessary documents to support our application, including:

1. Completed application form
2. Company registration documents
3. Detailed project proposal
4. Financial projections
5. Any other relevant documents

We appreciate your consideration of our application and look forward to the opportunity to discuss this further. Please do not hesitate to contact me at [Phone Number] or [Email Address] if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]