

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

Zambia Revenue Authority

[ZRA Address]
[City, State, ZIP Code]

Subject: Non-Resident Tax Declaration

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally declare my non-resident tax status as required by the Zambia Revenue Authority. Please find the details of my declaration below:

- Name: [Your Full Name]
- Tax Identification Number: [Your TIN]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Address outside Zambia: [Your Address Outside Zambia]
- Duration of Stay in Zambia: [Dates/Duration of Stay]
- Nature of Income Earned in Zambia: [Describe the Income]

Attached to this letter are copies of the relevant documents supporting my declaration, including [list any attached documents, e.g., passport, work permit, contract].

I would appreciate your guidance on the next steps regarding my tax obligations as a non-resident.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]