

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
Zambia Revenue Authority  
[ZRA Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Tax Advice

I hope this letter finds you well. I am writing to formally request tax advice regarding [specific tax issue or question].

[Briefly explain your situation and the specific advice you seek.]

I would appreciate your guidance on this matter as it is crucial for my [business/personal financial situation].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]

[Your Company Name (if applicable)]