

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

Zambia Revenue Authority

[Address of ZRA Office]

[City, State, Zip Code]

Subject: Request for ZRA Statement

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally request a statement of my tax account for the period [start date] to [end date]. My Tax Identification Number (TIN) is [Your TIN].

The details required in the statement include:

- [List any specific information you need]

Please let me know if there are any forms to complete or fees that need to be paid in relation to this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]