

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

Dear [Recipient Name],

Subject: Request for Tax Clearance Certificate

I am writing to request a Tax Clearance Certificate for the tax period ending [specific date or year].

My details are as follows:

- Taxpayer Identification Number (TPIN): [Your TPIN]
- Company Name (if applicable): [Your Company Name]
- Nature of business (if applicable): [Your Business Type]

I have ensured that all tax returns have been filed and that my tax obligations are settled in full.

Please find attached the necessary documents supporting my request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position (if applicable)]