

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

Zambia Revenue Authority
[Relevant Office Address]
[City, State, Zip Code]

Subject: Application for Tax Compliance Certificate

Dear Sir/Madam,

I am writing to formally request a Tax Compliance Certificate for [Your Business Name/Your Name] with Tax Identification Number (TIN) [Your TIN]. As a responsible taxpayer, we ensure that all our tax obligations are met in accordance with the laws and regulations of Zambia. Our details are as follows:

- Business Name: [Your Business Name]
- TIN: [Your TIN]
- Business Address: [Business Address]
- Contact Information: [Your Phone Number/Email]

We have made all necessary tax payments and submitted all required documentation. Please find attached the relevant documents to process our request.

We appreciate your prompt attention to this matter and look forward to your positive response.

Thank you.

Sincerely,

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