

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

Zambia Revenue Authority

[ZRA Office Address]
[City, State, Zip Code]

Subject: Request for Tax Identification Number (TIN)

Dear [ZRA Officer's Name/Title],
I hope this letter finds you well.

I am writing to formally request the issuance of a Tax Identification Number (TIN) for [Your Name/Business Name]. Below are the details required for the application:

- Full Name/Business Name: [Your Name/Business Name]
- National Registration Number/Business Registration Number: [Your NR Number or Registration Number]
- Address: [Your Full Address]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]

I understand the importance of having a TIN for tax-related matters and compliance with Zambian tax laws. I have enclosed copies of necessary documents for your reference.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]