

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

Zambia Revenue Authority
[ZRA Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for VAT Registration

I am writing to formally apply for Value Added Tax (VAT) registration under the Zambia Revenue Authority.

Please find below the necessary details for my application:

1. ****Business Name****: [Your Business Name]
2. ****Business Address****: [Your Business Address]
3. ****Nature of Business****: [Description of your business activities]
4. ****Tax Identification Number (NRC/TPIN)****: [Your Tax ID/TPIN]
5. ****Estimated Annual Turnover****: [Your estimated turnover]

Attached to this letter, you will find the required supporting documents, including:

- Copy of Business Registration Certificate
- Copy of Tax Identification Number
- Latest Financial Statements/Projections
- Identification Documents

I hereby confirm that the information provided is accurate and true to the best of my knowledge. I kindly request the ZRA to process my VAT registration at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position in the Business, if applicable]