

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: ZRT (Zero Return Tax) Notification

I hope this letter finds you well.

I am writing to formally notify you regarding the ZRT for the reporting period of [insert reporting period]. As per our records, there have been no taxable transactions during this period, and therefore, a zero return must be filed.

Please find enclosed the necessary documents supporting this notification.

Should you require any further information or clarification, please do not hesitate to reach out. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]