

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

[Tax Office Name]
[Tax Office Address]
[City, State, Zip Code]

Subject: Request for Tax Clearance Certificate

Dear [Tax Officer's Name],

I hope this letter finds you well. I am writing to formally request a Tax Clearance Certificate for my account with the tax identification number [Your TIN/SSN].

I have complied with all tax obligations for the relevant periods and would appreciate your assistance in issuing the clearance certificate at your earliest convenience.

Should you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]