To,

[Name of Recipient]

[Designation of Recipient]

[Government Agency Name]

Date:

**Subject: Request Letter to a Government Agency for Information**

Dear Sir/Madam,

As I want to register my business for taxation under the Revenue Department, I request you to kindly guide me with the procedure of doing so. Please make sure to provide me with all the information and details about the documents and forms that are required to register my business for taxation.

Looking forward to your response.

You can contact me from the details mentioned below.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]