To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request to Provide Information for filing Tax Return**

Dear Mr. / Mrs. [Name of the Recipient],

I am [Your Name in Full] from [mention City and State]. I run my own business of [state the nature of your business] in [mention City]. I want to get my business registered for taxation and want to file a tax return for the last year and this year.

Therefore, I request you to kindly provide me with details of the procedure to get registered for tax purposes. Furthermore, it would be great if you let me know what documents will be required to file the tax return for both years.

I hope you will consider my request and will try to reach me as soon as possible. Feel free to contact me via the given below contact details.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]