April 25, 2020

Bureau of Internal Revenue

Revenue District Office No. 39-South Quezon City

1424 Coher Center Bldg., Quezon Avenue

Quezon City

Dear Sir/Madam:

I am Ricardo Z. Dalisay, owner of Cardo Eatery which I registered under RDO 39 on September 15, 2015 with Certificate of Registration OCN 9RC0000123456.

I am applying for termination of my business effective immediately due to the following reasons:

1. Lack of resources to fully operate the business;
2. The current Enhanced Community Quarantine prohibits me from opening the business to enough customers to make my operations economically viable; and
3. Low profit forecast even after the pandemic.

I have been tax compliant since the inception of my business but if there would be any outstanding liabilities, I will promptly pay my tax dues.

Sincerely,

Ricardo Z. Dalisay