\_\_\_\_\_\_\_\_\_, 2022

The Bureau of Internal Revenue

RDO-\_\_\_\_\_

\_\_\_\_\_\_\_ City

Dear Sir/Madam:

I would like to request your good office for a Certified True Copy of my ITR (BIR Form\_\_\_\_\_\_\_) filed for the calendar year \_\_\_\_\_\_\_. The said copy will be used for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Hoping for your assistance and immediate reply on the matter.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIN \_\_\_\_\_\_\_\_