George Smith  
The Director  
GHK Fabrics and Design  
FL 9065 New York City   
NY, Unites States

20th April 20XX

The Manager  
New York Revenue Authority  
New York, United States

Re. Request for the Certificate of Compliance

Dear Sir,

I am writing to you on behalf of the company GHK Fabrics and Design. It is brought into your kind attention that the team from the office of the Taxing and Revenue Office visited the company on 1st April 20XX and inspected regarding the manufacturing procedure, the products, and their quality. I am glad to inform you that everything was found up to the standards and has been declared clear by the relevant authority issuing clearance paper.

Everything from the company’s procedure of manufacturing to the quality of the products is in compliance with the given criteria jotted down in the latest volume of the Standardizing the State Agencies and Products 20XX. So, I seek your kindness by making a request to issue the certificate of compliance on a priority basis. Many projects of the company are waiting for the certificate as it is needed at many surfaces of the contracts and projects. I also have enclosed a copy of the clearance attestation by the authorities. I shall be grateful to you. Thank you in anticipation.

Sincerely

(Signature)