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The Station Manager,

Kenya Revenue Authority,

“Your Tax Station”

Domestic Tax Department (DTD)

**RE: APPLICATION FOR REMOVAL OF TAX OBLIGATION ON KRA PIN NUMBER A000000000B.**

I am hereby writing this letter to request for the removal of the VAT/PAYE tax obligation that was added to my KRA PIN. The above obligation(s) was added to my PIN when I first requested the PIN via the old Mapato System.

At the time I got the KRA PIN number I was neither in business nor an employer. At that time, I was still pursuing my tertiary education in College/University. I have also attached my academic transcripts and letters to confirm the same.

“” {Give more reasons why you require the removal of either VAT or PAYE obligation. Explain your reasons well so as to get the obligation removal request approved.} “”

I am hereby writing this letter requesting your humble office for removal of the said obligation(s) so as to enable the PIN be migrated to iTax Portal. I look forward to your response to this urgent matter . Thanking you in advance.

Yours faithfully,

“Your Name”

“Signature”

“Your KRA PIN Number”