

[Your Name]

[Business Name]

[Date]

To:

Bureau of Internal Revenue (BIR)

[Regional Office]

Subject: Transmittal of Business Registration Documents

Dear Sir/Madam,

Enclosed are the following requirements for registration:

1. DTI Certificate
2. BIR Form 1901
3. Proof of Address
4. Valid ID

We look forward to your feedback and approval.

Respectfully,

[Your Name]

[Contact No.]