

{ TAXPAYER NAME }
{ TAXPAYER TIN }
{ TAXPAYER ADDRESS }
{ TAXPAYER CITY, ZIP }

{Date Today}

{ Name of District Officer - [details can be found here](#) }
Revenue District Office No. { XX }
{ RDO ADDRESS }
{ RDO CITY, ZIP }

Dear Sir / Ma'am:

This letter expresses my intent to opt for the 8% Flat Income Tax Rate moving forward. I attest that my Annual Gross Income for the previous Taxable Year is less than PHP 3,000,000, and that I am a non-VAT taxpayer. Along with this letter, I am including a Form 1905 requesting for the necessary changes in my registration information.

I humbly request that the said change to take effect as quickly as possible.

Respectfully Yours,

{ signature }
{ TAXPAYER NAME }
{ TAXPAYER TIN }