Company Letter Head

Date\_\_\_\_\_\_\_\_\_\_\_

**Ministry of Finance**

Inland Revenue

Private Bag 13185

Windhoek

***Dear Ms. Paulina Shonghela***

Room 5.11   
5th floor   
Inland Revenue Building

Tel: +264 61 209 2438  
Fax: 209 2084  
Email: paulina.shonghela@gov.mof.na

**RE: PAYE5 Certificate serial number for the tax year ending February 20xx**

With reference to the tax year ending February 20xx:

Herewith confirmation that the serial numbers to be used by **Company Name, PAYE NR.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** for the printing of PAYE5 Certificate in A4 Laser format, for the tax year ending February 2014, will be:

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (required for tax year end 28/02/20xx)

Please find attached a copy of your correspondence regarding the approval for A4 PAYE5 printing and the company’s allocated serial number.

We trust that you will find the above in order.

Yours sincerely

Your name and title