

Sample Application Letter

Ms. Abegail Aleastante
Revenue District Office 125
Bureau of Internal Revenue
Non-Large Taxpayers Assistance Division
Diliman, Quezon City

Dear Ms. Abbey,

This is in response to BIR Revenue Memorandum Circular No. 45-2014, prescribing the use of Enhanced and Integrated Electronic Accreditation and Registration (eAccReg) and Electronic Sales Reporting (eSales) System. Our company, _____ with TIN _____ has been granted permits to use Special Purpose Machine to its branches. See attached supporting documents for our eAccReg enrolment facilitation.

Thanks,

Authorized User/Representative

Attachments: RMS no. 45-2014 ANNEX A, Authorization Letter.