

**To**  
The Manager,  
[Name of Power Company],  
[Address].

**Subject:** Application for Saving of Further and Extra Tax on Electricity Bill

Dear Sir/Madam,

It is respectfully submitted that the electricity meter for the premises located at **[Complete Address of Shop/Office]** is registered in the name of **Mr./Ms. [Name of Property Owner, CNIC No. \_\_\_\_\_]**, who is the owner of the property.

I am the lawful tenant of the said premises and operating my registered business there. My details are as under:

- **Name of Business:** [Your Business Name]
- **NTN:** [Your NTN]
- **Sales Tax Registration Number:** [Your STRN]
- **Date of Commencement of Business:** [Date]
- **Tier-1 Retailer (if applicable):** Yes
- **Filing Status:** Regular filer of both Income Tax and Sales Tax Returns

I confirm that I am duly registered with the Federal Board of Revenue (FBR) and fully compliant with all tax filing obligations. Therefore, the levy of **further and extra tax** on the electricity bill is not applicable in my case.

You are therefore requested to kindly update your records accordingly and ensure that no further or extra tax is charged in future electricity bills for the above premises.

**Documents Attached:**

1. Copy of Rent Agreement
2. Copy of NTN and Sales Tax Registration Certificate
3. Copies of latest Income Tax and Sales Tax Returns
4. Copy of CNIC of Property Owner

Thanking you for your cooperation.

Yours faithfully,  
**[Your Full Name]**  
**[Business Name]**  
**[CNIC No.]**  
**[Mobile No.]**  
**[Email Address]**  
**Date:** [Insert Date]