**ANNEX D**

February \_\_, 2025

**ADDRESSEE**

*Designation*

**Name of Office**

Address Line 1

Address Line 2

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

Greetings from the Bureau of Internal Revenue (BIR)!

In line with President Ferdinand R. Marcos, Jr.’s declaration of the month of February of every year as "**Tax Awareness Month**" **(per Proclamation No. 486, S. 2024)**, the BIR would like to request for assistance from your Office in undertaking activities that will promote and enhance taxpayers’ awareness of the importance of paying the correct taxes on time. Some of these activities include the following:

1. Posting of tarpaulin/banner on the “Tax Awareness Month” at the facade of your office building/compound, and official website and social media accounts. *(See Annex B)*
2. Re-posting in the agency’s official social media accounts of BIR tax information materials, which include the 2024 Annual Income Tax Return Filing and Payment reminders. *(See Annex C)*
3. Conducting activities (e.g. tax quiz, poster/slogan contest, etc.) that will highlight the importance of paying the correct taxes.
4. Printing and display of tarpaulin bearing the message, “**This is Where Your Taxes Go**” during implementation of social, infrastructure, and relief projects.
5. Participating in other tax awareness activities that may be conducted by the BIR.

Should you have any questions or require further assistance regarding this matter, please do not hesitate to contact the BIR Public Information and Education Division (PIED) at [pied@bir.gov.ph](mailto:pied@bir.gov.ph) or through telephone numbers (02) 8981-7248/8981-7251.

Your support and cooperation in all activities of the BIR in order to have a meaningful observance of the Tax Awareness Month would be much appreciated.

Very truly yours,

(Signature over printed name)

Revenue District Officer