

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

[Office Address]  
[City, State, Zip Code]

Subject: Request for Amendment of Tax Return

Dear Sir/Madam,

I am writing to formally request an amendment to my tax return for the assessment year [insert year]. My tax reference number is [insert tax reference number].

Upon reviewing my submitted tax return, I discovered that [briefly explain the reason for the amendment, e.g., there was an error in reported income, omission of deductible expenses, etc.].

I have attached the relevant documents to support my request for the amendment. These documents include [list the attached documents, e.g., revised income statement, receipts, supporting schedules, etc.].

I kindly request you to process this amendment at your earliest convenience. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]