

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

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

[Relevant Department]

[Office Address]

[City, State, Zip Code]

Subject: Clarification Request Regarding [Specific Matter/Issue]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to seek clarification regarding [specific matter or issue] related to my tax file number [Your Tax File Number] for the assessment year [Assessment Year].

[Briefly explain the issue or question you have, providing any necessary details or context.]

I would appreciate your guidance on this matter to ensure compliance and understanding of my tax obligations.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]