

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

[Recipient's Name]
[Department/Unit Name]
Lembaga Hasil Dalam Negeri (LHDN)
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Request for [Specify Purpose]

I hope this letter finds you well. I am writing to formally request [briefly describe the purpose of the request, e.g., a copy of my tax return, clarification on tax regulations, etc.].

My details are as follows:

- Name: [Your Full Name]
- NRIC/Tax Identification Number: [Your NRIC/Tax ID]
- Contact Number: [Your Phone Number]

[In this paragraph, provide any additional relevant information or context regarding your request, such as reference numbers, dates, or previous correspondence.]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]