

[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]

Dear Sir/Madam,

Subject: Application for Tax Exemption

I am writing to formally request tax exemption under the relevant provisions of the Income Tax Act 1967.

****1. Personal Information****

- Name: [Your Name]
- Identification Number: [Your IC Number]
- Tax Reference Number: [Your Tax No.]

****2. Reason for Application****

I would like to apply for tax exemption due to [state your reason, e.g., charitable contributions, educational purposes, etc.].

****3. Supporting Documents****

Enclosed are the following documents to support my application:

- [List documents, e.g., receipts, certificates, etc.]

I kindly request your consideration of my application and look forward to your positive response. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]