

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

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

[Branch Office Name/Address]
[City, State, Zip Code]

Subject: Income Declaration for the Year [Year]

Dear Sir/Madam,

I, [Your Full Name], with identification number [Your IC Number], hereby declare my income for the year [Year] as follows:

1. ****Employment Income****

- Employer: [Employer's Name]
- Position: [Your Job Title]
- Total Income: [Total Annual Income]

2. ****Business Income**** (if applicable)

- Business Name: [Business Name]
- Nature of Business: [Type of Business]
- Total Income: [Total Business Income]

3. ****Other Sources of Income****

- [Description]: [Amount]

Total declared income for the year [Year]: [Total Income Amount]

I have attached supporting documents including [list of documents, e.g., payslips, tax statements, etc.] for your reference.

Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]