

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Lembaga Hasil Dalam Negeri Malaysia

[Local LHDN Office Address]

[City, State, ZIP Code]

Dear Sir/Madam,

Subject: [Subject of Your Letter]

I, [Your Name], am writing to you regarding [briefly state the purpose of your letter, e.g., my tax return for the year YYYY, a query regarding my tax assessment, etc.].

[Provide additional details or context regarding your situation, including any relevant reference numbers, dates, and specific requests you may have.]

I would appreciate your assistance with [state any specific actions you wish them to take or information you are requesting].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Tax Identification Number (if applicable)]