

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

[Recipient Name]
[Tax Office Name]
[Address of LHDN Office]
[City, State, Zip Code]

Subject: Notification of Tax Matters

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to notify the Lembaga Hasil Dalam Negeri Malaysia (LHDN) regarding my tax matters for the assessment year [Year]. I would like to provide the necessary documentation and clarify any outstanding issues related to my tax obligations.

Enclosed are the following documents for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Should you require any further information or additional documents, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your IC Number or Tax Reference Number]