

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

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

[Address of LHDN Office]  
[City, State, Zip Code]

Subject: Submission of [Tax Return/Documentation] for the Year [Year]

Dear Sir/Madam,

I am writing to formally submit my [tax return/documentation] for the year [year]. Please find enclosed the completed forms and required documents for your review.

Details of my submission are as follows:

- Name: [Your Full Name]
- Identification Number: [Your IC Number/Tax Number]
- Income Year: [Year]

Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Yours sincerely,

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