

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

[Recipient Name]  
[Recipient Title]

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

[Recipient Address]  
[City, State, Zip Code]

Subject: Tax Assessment Notice for Year [Year]

Dear [Recipient Name],

We are writing to inform you about the tax assessment for the year [Year]. Your total income has been evaluated based on your submitted tax returns and supporting documents.

**\*\*Assessment Summary:\*\***

- **\*\*Total Income:\*\*** RM [Amount]
- **\*\*Deductions:\*\*** RM [Amount]
- **\*\*Chargeable Income:\*\*** RM [Amount]
- **\*\*Tax Payable:\*\*** RM [Amount]

Please note that the payment due date is [Due Date]. You may refer to your taxpayer ID: [Taxpayer ID] for any inquiries related to this assessment.

If you have any questions or wish to appeal this assessment, please contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]

Lembaga Hasil Dalam Negeri Malaysia (LHDN)