

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

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

[Relevant Office/Department]

[Office Address]

[City, State, Zip Code]

Subject: Update of Contact Information

Dear [Recipient's Name or "Sir/Madam"],

I am writing to inform you of an update to my contact information in your records. Please find the new details below:

- New Phone Number: [Your New Phone Number]
- New Email Address: [Your New Email Address]
- New Address: [Your New Address]

Please update your records accordingly. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Identification Number (if applicable)]