

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

Lembaga Hasil Dalam Negeri Malaysia  
[Address of the relevant LHDN office]  
[City, State, Zip Code]  
Subject: Request for Verification Letter

Dear Sir/Madam,

I am writing to request a verification letter regarding my tax status with Lembaga Hasil Dalam Negeri (LHDN). My details are as follows:

- Name: [Your Full Name]
- NRIC Number: [Your NRIC/Identification Number]
- Tax File Number: [Your Tax File Number] (if applicable)
- Year of Assessment: [Specify Year]

I would appreciate it if you could provide confirmation of my tax standing for the specified year, as it is required for [state the purpose, e.g., loan application, job application, etc.].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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