

****Template Example for Tax Department Communication:****

****[Your Name]****

****[Your Position]****

****[Department Name]****

****[Organization Name]****

****[Date]****

****[Recipient's Name]****

****[Recipient's Position]****

****[Recipient's Organization/Department]****

****[Recipient's Address]****

Dear [Recipient's Name],

****Subject: [Subject of the Communication]****

I hope this message finds you well. I am writing to [briefly state the purpose of the communication, e.g., inform you about, request information on, follow up regarding, etc.].

[Provide a detailed explanation of the matter. Include any relevant dates, figures, and other necessary information. If applicable, mention any past communications or agreements related to this subject.]

Please find attached [any documents relevant to the communication, if applicable, e.g., forms, reports, etc.], which I believe will assist in addressing this issue.

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

****[Your Printed Name]****

****[Your Position]****

****[Department Name]****

****[Organization Name]****

****Attachments:**** [List any attachments if applicable]
