

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Withholding Tax Notification

We are writing to inform you about the withholding tax obligations related to our business transactions. As per the applicable tax regulations, we are required to withhold a certain percentage of payments made to you for services provided.

The details of the withholding tax are as follows:

- Payment Amount: [\$ Amount]
- Withholding Tax Rate: [% Rate]
- Amount Withheld: [\$ Amount]

This withholding is in accordance with [specify relevant tax law or regulation]. Please ensure that you account for this withholding in your financial records.

Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]