

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Withholding Tax Information

I hope this letter finds you well.

I am writing to formally request information regarding the withholding tax amount on [specific income type, e.g., payments, dividends] for the tax year [insert year]. This information is essential for my tax filing and compliance requirements.

Please provide the details of the withholding tax rates applied and any relevant documentation that may assist in this matter.

Thank you for your attention to this request. I appreciate your prompt response and assistance.

Sincerely,

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