

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Withholding Tax Obligations

We hope this letter finds you well. As part of our ongoing commitment to compliance with tax regulations, we would like to inform you of your withholding tax obligations related to [specific transaction, service, or relationship].

1. ****Overview of Withholding Tax****

Please be reminded that the withholding tax applies to [describe the nature of the payment, e.g., dividends, interest, royalties, etc.]. The withholding tax rate applicable is [insert applicable rate] as per [mention relevant tax law or treaty].

2. ****Responsibilities****

As the payer, you are responsible for withholding the appropriate amount of tax from the payments made to [recipient's name or company]. The withheld tax must be remitted to the tax authorities by [insert due date].

3. ****Documentation Requirements****

Please ensure that you maintain the following documentation:

- Proof of the payment made
- Records of tax withheld
- Any relevant tax forms or certificates

4. ****Contact Information****

Should you have any questions or require further assistance regarding your withholding tax obligations, please do not hesitate to contact our tax department at [tax department contact information].

Thank you for your attention to this important matter. We appreciate your cooperation in ensuring compliance with the applicable tax laws.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]