

[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 Regarding Withholding Tax

I hope this letter finds you well. I am writing to formally request clarification regarding the withholding tax applied to my [payments/income] for the [specific period/year].

[Provide a brief description of the issue or concern related to withholding tax, including any relevant details that may assist in processing your request.]

I would appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Title or Position, if applicable]
[Your Company Name, if applicable]