

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Organization Address]  
[City, State, Zip Code]

Subject: Submission of Withholding Tax

Dear [Recipient Name],

I am writing to submit the withholding tax for the period of [start date] to [end date]. Please find the necessary documentation and payment details enclosed.

Details of Withholding Tax:

- Taxpayer Identification Number: [Your TIN]
- Period Covered: [start date] to [end date]
- Total Amount Withheld: [Total amount]
- Payment Method: [e.g., check, electronic transfer]

I appreciate your attention to this matter and look forward to your confirmation of receipt. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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