

[Your Company Letterhead]

Date: [DD/MM/YYYY]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Official Withholding Tax Notice

Dear [Recipient's Name],

This notice serves to inform you of the withholding tax applied to your payments as per the tax regulations set forth by [Tax Authority Name].

Details of Withholding Tax:

- **Taxpayer Identification Number (TIN):** [Your TIN]

- **Recipient TIN:** [Recipient's TIN]

- **Payment Amount:** [Total Amount]

- **Withholding Tax Rate:** [Tax Rate]%

- **Withholding Tax Amount:** [Amount Withheld]

- **Period of Withholding:** [Period]

Please keep this notice for your records. If you have any questions regarding this withholding tax or require further information, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]