

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification regarding the withholding tax that has been applied to my recent income payments.

As per my understanding, [briefly explain your understanding of the withholding tax]. However, I have noticed [mention any specific discrepancies, concerns, or questions you have regarding the withholding].

To ensure I am compliant with all tax regulations and to better understand this matter, could you please provide detailed information on the following points:

1. [Question or concern #1]
2. [Question or concern #2]
3. [Any additional questions or concerns]

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

Best regards,

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