

[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]

Subject: Reporting Withholding Tax

Dear [Recipient's Name],

I am writing to report the withholding tax for the period ending [date].

Please find the details below:

- ****Reporting Period****: [Start Date] to [End Date]
- ****Total Amount Withheld****: [Amount]
- ****Tax Identification Number****: [Your TIN/SSN]
- ****Employee/Contractor Name****: [Employee/Contractor Name]
- ****Type of Income****: [Wages/Contract Payments, etc.]

Attached are the copies of relevant documents including [specify any documents such as W-2, 1099, etc.].

Please let me know if further information is required.

Thank you.

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Company Name] (if applicable)