

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Withholding Tax Acknowledgment

Dear [Recipient's Name],

We are writing to acknowledge the withholding tax deducted from your payments for the fiscal year [Year]. According to our records, the total amount withheld is [Amount].

This letter serves to confirm that we have duly reported the withholding tax to the appropriate tax authorities as required by law.

Please retain this letter for your records. Should you have any questions or require further information, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]