

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

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

Subject: Withholding Tax Declaration

Dear [Recipient Name],

I am writing to formally declare my withholding tax status as required by [relevant authority or law]. Below are the details pertaining to my withholding tax obligations:

1. **Taxpayer Identification Number (TIN):** [Your TIN]
2. **Income Type:** [Type of income subject to withholding]
3. **Amount Subject to Withholding:** [Total amount]
4. **Withholding Rate:** [Applicable rate]
5. **Tax Period:** [Relevant tax period]

I hereby confirm that the information provided is accurate and up-to-date. Please let me know if you require any further documentation or information regarding my withholding tax status.

Thank you for your attention to this matter.

Sincerely,

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