

[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: Withholding Tax Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the withholding tax related to [specific details about the tax period, transaction, or account].

I would like to request clarification on the following points:

1. [Specific question or concern #1]
2. [Specific question or concern #2]
3. [Specific question or concern #3]

Additionally, if you could provide any relevant documentation or guidelines regarding the withholding tax process, I would greatly appreciate it.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company Name, if applicable]