

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Address]  
[City, State, Zip Code]

Subject: Withholding Tax Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the withholding tax obligations related to my income for the year [insert year].

As an individual taxpayer, I would like to confirm that the appropriate withholding taxes are being deducted from my earnings. According to [reference any relevant tax regulations or guidelines], I believe the withholding amount should be calculated based on the following details:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Current Income: [Your income details]
- Deductions and Credits: [List any applicable deductions or credits]

I kindly request a detailed statement of the amounts withheld thus far and any additional information required to ensure compliance with my tax obligations. Please let me know if any further documentation is needed from my side.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]