

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

LHDN Branch Office

[Branch Office Address]  
[City, State, Zip Code]

Subject: Compliance with LHDN Requirements

Dear Sir/Madam,

I hope this letter finds you well. I am writing to confirm my compliance with the requirements set forth by the Inland Revenue Board of Malaysia (LHDN) regarding [specific issue, e.g., tax submission, documentation, etc.].

Details of my compliance are as follows:

1. Submission of [specific documents] on [date].
2. Payment of outstanding tax amounting to [amount] on [date].
3. Proof of compliance attached [if applicable, list documents attached].

I appreciate your guidance and support throughout this process. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]