

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
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[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
Lembaga Hasil Dalam Negeri Malaysia  
[Office Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Submission of [Document/Information]  
I am writing to submit [brief description of the document or information  
being submitted].  
[Include any relevant details or explanations related to the submission.]  
Please find attached the necessary documents for your reference.  
Thank you for your attention to this matter. Should you have any  
questions or require further information, please do not hesitate to  
contact me.  
Sincerely,  
[Your Name]  
[Your Position/Title, if applicable]  
[Your Company Name, if applicable]  
[Enclosures: List of documents attached]