

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

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

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

Subject: [Specific Matter/Request Regarding LHDN]

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to address [state the specific issue or request, e.g., tax inquiry, appeal, document submission, etc.]. My details are as follows:

- Name: [Your Full Name]
- Tax Identification Number: [Your TIN/NRIC Number]
- [Any other relevant details]

[Provide a clear and concise explanation of the matter at hand, including any pertinent dates, previous correspondence, or actions taken.]

I kindly request your assistance in [state your request or the action you would like them to take].

Please do not hesitate to contact me for further information or clarification. Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]