

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
Lembaga Hasil Dalam Negeri Malaysia (LHDN)
[Office Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Response to [Subject/Reference Number]
I am writing to respond to your letter dated [Date of their letter],
regarding [briefly explain the purpose of the letter].
[Provide explanations, details, or any information required. Be clear and
concise.]
Please find attached [list any documents or information you are
including].
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]
[Your Tax Identification Number]