

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

[Recipient's Name]
Lembaga Hasil Dalam Negeri Malaysia (LHDN)
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Sir/Madam"],
Subject: Response to Query (Reference No: [Insert Reference Number])

1. ****Introduction****

- Briefly introduce yourself and state the purpose of the letter.

2. ****Acknowledgment of Query****

- Acknowledge receipt of the query letter dated [Insert Date].

3. ****Clarification/Explanation****

- Provide necessary details and clarifications pertaining to the queries raised.

- Include relevant documents or evidence if applicable.

4. ****Conclusion****

- Summarize your response and express willingness to cooperate further.
- Provide your contact information for any follow-up.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Tax Identification Number, if applicable]