

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

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

[Relevant Department]
[Address of LHDN Office]
[City, State, Zip Code]

Subject: Acknowledgment of Submission

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to acknowledge the receipt of [specify the document or submission, e.g., "my income tax return for the year [year]"] which I submitted on [submission date].

Please find the details of my submission as follows:

- ****Name:**** [Your Full Name]
- ****Identification Number:**** [Your ID/NRIC Number]
- ****Submission Reference Number:**** [Reference Number, if applicable]
- ****Date of Submission:**** [Submission Date]

I would appreciate your confirmation of the receipt of this documentation. If there are any further actions required on my part or additional information needed, please do not hesitate to reach out to me at the contact information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]