

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

[Recipient Name]  
[LHDN Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for [Purpose of Application]

I hope this letter finds you well.

I am writing to formally submit my application for [specific purpose].

[Introduce yourself and state the reason for your application. Provide any necessary details, including your tax identification number and relevant background information.]

[Explain why you are applying and any supporting information that could facilitate the process. Mention any documents you are including with your application.]

Thank you for considering my application. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]