

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

Lembaga Hasil Dalam Negeri Malaysia (LHDN)

[Relevant Department/Office]

[Office Address]

[City, State, Zip Code]

Subject: [Subject of the Correspondence]

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to [briefly explain the purpose of your letter, e.g., request information, seek clarification, respond to a previous communication, etc.].

[Provide any necessary details, such as your taxpayer information, relevant dates, and any specific points you wish to make.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]

[Your Identification Number/Tax File Number]