

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Lembaga Hasil Dalam Negeri Malaysia

[Relevant Department/Branch]

[Department Address]

[City, State, Zip Code]

Subject: Documentation Request for [Specify Purpose, e.g., Tax Filing, Compliance, etc.]

Dear Sir/Madam,

We are writing to formally request the necessary documentation related to [specify the purpose, e.g., our tax records for the year 20XX, compliance verification, etc.]. We understand the importance of maintaining accurate records and ensuring compliance with the regulations set by LHDN.

Please find the details regarding our request below:

1. **\*\*Company Name\*\***: [Your Company Name]
2. **\*\*Company Registration Number\*\***: [Your Registration Number]
3. **\*\*Tax Identification Number\*\***: [Your TIN]
4. **\*\*Specific Documents Requested\*\***: [List of documents needed, e.g., tax return copies, tax assessment notices, etc.]
5. **\*\*Year(s) of Interest\*\***: [Specify the year(s) related to the request]

We kindly request that you process this request at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]