

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

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

Subject: Explanation Letter Regarding [Subject/Issue]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to address the issue regarding [briefly describe the issue or subject of concern, e.g., outstanding tax balance, discrepancy in tax filings, etc.].

[Provide a detailed explanation of the issue, including relevant dates, amounts, and any actions you have taken to resolve it. Be clear and concise.]

I would like to request your understanding and assistance in this matter as I aim to comply fully with all tax regulations. [If applicable, mention any supporting documents you are including or are able to provide.]

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

Sincerely,

[Your Name]
[Your NRIC/Tax ID Number, if applicable]