

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

Lembaga Hasil Dalam Negeri (LHDN)

[Relevant Branch Office Address]
[City, State, Zip Code]

Subject: Inquiry Regarding [State the Purpose of Inquiry]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about
[specific details of your inquiry, e.g., tax assessment, refund status,
filing requirements].

[Provide a brief explanation of your situation or the information you
seek. Be clear and concise.]

I would appreciate your assistance in clarifying this matter at your
earliest convenience. Should you require any further information, please
do not hesitate to contact me via the above contact details.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]