

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

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

Subject: Notification of [Specify Reason]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you regarding [explain the purpose of the notification, e.g., my tax filing status, an update on my personal information, etc.].

Details are as follows:

- Name: [Your Full Name]
- Identification Number: [Your IC/ Passport Number]
- Tax Number: [Your Tax Identification Number]
- [Any other relevant information]

Kindly let me know if you require any further information or documentation to process this notification. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature]

[Your Printed Name]