

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

Lembaga Hasil Dalam Negeri (LHDN)

[Office Address]
[City, State, ZIP Code]

Subject: Request for [Specify Purpose, e.g., Tax Assessment,
Clarification, etc.]

Dear [Recipient's Name or "Sir/Madam"],

I am writing to formally request [specific request] pertaining to my tax
affairs for the assessment year [Year]. My details are as follows:

- Name: [Your Name]
- Identification Number: [Your ID Number]
- Tax Reference Number: [Your Tax Reference Number]

I would appreciate your assistance in providing me with [details of what
you need, e.g., documents, clarifications, etc.]. This information is
crucial for [reason/purpose of the request].

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]