

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

Lembaga Hasil Dalam Negeri Malaysia  
[Office Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Statement of Account for [Tax Year/Period]

I am writing to request a statement of my tax account for the year  
[insert tax year/period]. My details are as follows:

- Name: [Your Full Name]
- NRIC/Tax Identification Number: [Your NRIC/Tax No.]
- Address: [Your Address]

I would appreciate it if you could provide me with the current status of my tax account, including any outstanding amounts, payments made, and deadlines for any upcoming payments.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]