

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
Lembaga Hasil Dalam Negeri
[Office Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
I am writing to [state the purpose of your letter, e.g., inquire about, apply for, submit, etc.].
[Provide detailed information regarding your request or issue. Include any relevant details, such as your taxpayer identification number, dates, or specific queries.]
I appreciate your attention to this matter and look forward to your prompt response.
Thank you.
Sincerely,
[Your Name]
[Your Position/Title, if applicable]