

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

Lembaga Hasil Dalam Negeri Malaysia

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

Subject: [Subject of the Letter]

Dear Sir/Madam,

I am writing to [state the purpose of your letter, e.g., request for clarification, submission of documents, etc.].

[Provide a brief explanation of your situation or reason for writing. Include any relevant details, such as tax reference number, year of assessment, and any specific issues or requests.]

I have attached [list any documents you are including, if applicable].

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]

[Your Tax Identification Number (if applicable)]