

Tax Liability Inquiry

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Representative],

I hope this letter finds you well. I am writing to inquire about my tax liabilities for the fiscal year [Insert Year]. As a small business owner, it is crucial for me to ensure that I am in compliance with all tax regulations.

Specifically, I would like to request clarification on the following matters:

- [Specific inquiry about tax rates or liabilities]
- [Inquiries about deductions or credits available]
- [Questions regarding filing deadlines]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Business Name]