

Tax Liability Statement Request

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

[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a statement of my tax liabilities for the tax year [Insert Year]. As a self-employed individual, I need this information for my financial records and to ensure compliance with my tax obligations.

Please find my details below for reference:

- Full Name: [Your Name]
- Tax Identification Number: [Your TIN]
- Business Name: [Your Business Name]
- Type of Business: [Your Business Type]
- Relevant Tax Year: [Insert Year]

I appreciate your assistance in this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this request.

Sincerely,

[Your Name]