

Tax Deduction Confirmation Request

Date: [Insert Date]

To,
[Recipient's Name]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request confirmation of the tax deductions applied to my account for the [Tax Year/Period]. As per my records, I believe that the following deductions were applicable:

- [Deduction 1 details]
- [Deduction 2 details]
- [Deduction 3 details]

For my records and future reference, I would appreciate it if you could provide a written confirmation of these deductions at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]