

Request for Guidance on Insurance Premium Tax Filings

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your guidance regarding our insurance premium tax filings for the current fiscal year.

As we prepare our documentation, we want to ensure full compliance with all applicable regulations and deadlines. If possible, could you provide us with any specific guidelines or resources that would assist us in accurately completing our filings?

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]