

Quarterly Tax Estimation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to provide you with an estimation of your corporation's quarterly tax obligations for the upcoming quarter. Based on the financial data we have reviewed and the applicable tax rates, we anticipate the following:

- Estimated Quarterly Income: \$[Insert Amount]
- Estimated Tax Rate: [Insert Percentage]%
- Estimated Tax Liability: \$[Insert Amount]

Please ensure that the required payment is made by the due date, which is [Insert Due Date]. Failure to pay the estimated tax may result in penalties and interest.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]