

# Quarterly Tax Estimation

Date: [Insert Date]

To: [Business Owner's Name]

[Business Name]

[Business Address]

Dear [Business Owner's Name],

As part of your obligations as a small business owner, we would like to provide you with an estimation of your quarterly taxes for the upcoming payment period. Based on your financial records and previous income, here are the estimations:

## Estimated Income

Projected Income for Q[Quarter Number]: \$[Estimated Income]

## Deductible Expenses

Total Deductible Expenses: \$[Total Expenses]

## Taxable Income

Taxable Income: \$[Taxable Income]

## Estimated Tax Liability

Estimated Tax Rate: [Tax Rate]%

Estimated Tax Due: \$[Estimated Tax]

Please make sure to submit your payment by the due date, [Insert Due Date], to avoid any penalties.

If you have any questions or need further assistance, feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]