

Confirmation Request on Tax Responsibilities

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a confirmation regarding my tax responsibilities for the year [Insert Year]. As I prepare my financial documentation, it is essential to ensure that all recorded tax obligations are accurate and up to date.

Please confirm that the following details are correct:

- Total Income: [Insert Amount]
- Tax Deductions: [Insert Amount]
- Tax Credits: [Insert Amount]
- Filing Status: [Insert Status]

If there are any discrepancies or additional information required, please do not hesitate to reach out. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]