

# Tax Deduction Report for Annual Filing

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

## Subject: Tax Deduction Report for the Financial Year [Insert Year]

Dear [Recipient's Name],

We are pleased to provide you with the Tax Deduction Report for the financial year [Insert Year]. Below are the details of the deductions applicable for your account:

### Summary of Tax Deductions

Description	Amount (\$)
Salary Deductions	[Insert Amount]
Bonus Deductions	[Insert Amount]
Other Allowances	[Insert Amount]
<b>Total Deductions</b>	<b>[Insert Total]</b>

Please ensure to include this report with your annual tax filing.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]