

# Tax Deduction Statement for the Year

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal statement of your tax deductions for the fiscal year [Insert Year]. Below you will find a summary of your eligible expenses and deductions:

## Tax Deduction Summary

Description	Amount Deducted
[Description of Deduction 1]	[Amount]
[Description of Deduction 2]	[Amount]
[Description of Deduction 3]	[Amount]
<b>Total</b>	<b>[Total Amount]</b>

Please retain this document for your records and consult your tax advisor if you have any questions regarding these deductions.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]