

Inquiry Regarding Employer Tax Payment Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of employer tax payments for [specific period]. It is important for us to ensure that all tax obligations are being met in a timely manner.

Could you please provide an update regarding the payment status? If there are any outstanding issues or additional information required from my side, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]