

Reminder: Upcoming Employer Tax Payment Deadline

Dear [Employer's Name],

This is a friendly reminder that the deadline for the employer tax payment is approaching. Please ensure that the payment is submitted by **[Due Date]** to avoid any penalties or late fees.

For your reference, please find the details of the payment below:

- **Payment Amount:** [Amount]
- **Payment Method:** [Payment Method]
- **Reference Number:** [Reference Number]

If you have any questions or need assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]