

# Notification of Coal Tax Levy Adjustment

Date: [Insert Date]

To: [Miner's Name]

Address: [Miner's Address]

Dear [Miner's Name],

We are writing to inform you of an adjustment to the coal tax levy that will affect your operations as a local miner. This adjustment has been enacted by [Governing Authority/Body] and will take effect on [Effective Date].

The new tax rate will be [New Tax Rate] per ton of coal extracted. This adjustment is aimed at [Brief Explanation of the Reason for Adjustment].

Please ensure that your accounting practices reflect these changes moving forward. Further details regarding documentation and compliance will follow in subsequent communications.

If you have any questions or require further clarification, please do not hesitate to contact our office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]