

# Coal Tax Levy Notification

Date: [Insert Date]

To: [Business Name]

Address: [Business Address]

Dear [Business Owner's Name],

We are writing to inform you about the implementation of the coal tax levy as mandated by [Insert Relevant Legislation or Authority]. This levy is aimed at promoting environmentally sustainable practices and is applicable to all businesses utilizing coal in their operations.

The coal tax levy will be effective starting [Insert Effective Date]. The rate of the levy will be [Insert Rate], calculated based on your coal consumption over the preceding year.

Please ensure that your records are updated and that the necessary payments are made by [Insert Payment Deadline]. Failure to comply may result in penalties as outlined in [Insert Relevant Law/Policy].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]