

# Coal Tax Levy Update

[Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of recent changes to the coal tax levy that may impact your agency's operations and budgeting processes. The updates are aimed at enhancing revenue generation while ensuring fair implementation across all stakeholders.

The following key updates have been made:

- Adjustment of levy rates effective [Effective Date].
- Implementation of exemptions for [specific criteria].
- New reporting requirements for coal producers starting [Start Date].

We encourage all agencies to review these changes thoroughly and assess their implications. Further details will be provided in the upcoming meeting scheduled for [Meeting Date].

For additional information, please feel free to contact [Contact Person] at [Contact Email/Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]