

Request for Clarification on Tax Obligations

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Tax Authority Name]
[Authority Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification regarding my tax obligations for the fiscal year [Year].

Specifically, I would like to understand [briefly explain the specific issues or questions about your tax obligations]. Your guidance on this matter would be greatly appreciated to ensure compliance with all necessary regulations.

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

Sincerely,
[Your Name]