

MEMORANDUM

TO: [Recipient Name]

FROM: [Your Name]

DATE: [Date]

SUBJECT: Pipeline Tax Assessment

Dear [Recipient Name],

This memo is to inform you of the upcoming assessment of pipelines for tax purposes as mandated by [Relevant Legislation/Ordinance]. The assessment will include all operational pipelines within the jurisdiction of [Agency/Department Name].

The primary objectives of this assessment are as follows:

- Ensure compliance with state and federal tax regulations.
- Evaluate the current market value of pipeline assets.
- Collect necessary data for accurate tax calculations.

The assessment will be conducted during the period of [Start Date] to [End Date]. We kindly ask for your cooperation in providing access to relevant documentation and information as needed.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Department]