

Tax Statement for Your Records

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are providing you with the tax statement for the year [Insert Year]. Below are the relevant details:

Description	Amount
Total Income	#[Insert Amount]
Total Deductions	#[Insert Amount]
Taxable Income	#[Insert Amount]
Total Tax Due	#[Insert Amount]

Please keep this statement for your records and refer to it when preparing your income tax return.

If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]