

Premium Tax Documentation Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Company]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to request the necessary documentation required for the premium tax compliance. As part of our commitment to adhere to regulatory requirements, it is essential that we gather all pertinent information regarding the premiums we have reported.

Please provide the following documents:

- Premium summary reports for the year [Insert Year]
- Invoices related to premium transactions
- Any other relevant documentation

Your prompt attention to this matter is greatly appreciated, as it will facilitate our compliance review process.

Thank you for your cooperation. If you have any questions or need further information, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Your Company]

[Insert Your Address]