

Quarterly Tax Estimate Submission

Date: [Insert Date]

To: [Insert Tax Authority Name]

Address: [Insert Tax Authority Address]

From: [Your Name]

Business Name: [Your Business Name]

Address: [Your Business Address]

Contact Number: [Your Contact Number]

Email: [Your Email Address]

Subject: Submission of Quarterly Tax Estimate

Dear [Tax Authority Contact Name],

I am writing to submit my quarterly estimated tax payment for my sole proprietorship, [Your Business Name], for the period ending [Insert Period End Date].

Based on my earnings and deductions, I estimate my tax liability for this quarter to be [Insert Estimated Amount]. Please find the payment enclosed along with this letter.

I appreciate your attention to this matter and look forward to your confirmation of receipt.

Thank you.

Sincerely,

[Your Name]

[Your Title, if applicable]