

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Human Resources Department

Company Name

Company Address

City, State, Zip Code

Dear Human Resources Manager,

I hope this message finds you well. I am writing to inquire about any updates or changes to the employee tax withholding policies that may affect my payroll deductions.

As tax season approaches, I want to ensure that my withholding is accurate and in compliance with current regulations. If there have been any recent updates or changes, please provide me with the necessary information or direct me to the appropriate resources.

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

Sincerely,

Your Name