

Follow-Up on Tax Installment Payment Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Tax Office/Department Name]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my tax installment payments for the tax year [Insert Year]. I submitted my last payment on [Insert Payment Date], and I would like to confirm that it has been received and applied to my account.

As per my records, my tax identification number is [Insert Tax ID]. I appreciate your assistance in providing clarification on any outstanding balance or confirming that my account is up to date.

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

Sincerely,

[Your Name]