

Business Tax Liability Confirmation Letter

Date: [Date]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Confirmation of Business Tax Liability

Dear [Recipient's Name],

This letter serves as a formal confirmation of the business tax liabilities associated with [Your Business Name] for the financial year [Year]. As per our records, the following details summarize the tax obligations:

- Tax Type: [e.g., Income Tax, Sales Tax]
- Tax Period: [e.g., January 1, 2022 - December 31, 2022]
- Total Tax Due: \$[Amount]
- Payment Due Date: [Date]

Please review the information and contact us if you require any further details or clarifications regarding this matter. We appreciate your attention to this confirmation and look forward to your prompt acknowledgment.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Contact Information]