

# Business Tax Liability Inquiry

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position]  
[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the tax liabilities associated with my business, [Your Company Name], which has been registered under [Your Tax ID Number] in [State/Region]. We are currently reviewing our tax obligations and would like clarification on the following matters:

- Specific tax liabilities applicable to our business type.
- Any outstanding amounts or penalties that may need to be addressed.
- Deadlines for upcoming tax filings and payments.

We appreciate your assistance in this matter and look forward to your prompt response so that we can ensure compliance with all tax regulations.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]