

# Business Tax Liability Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of your current tax liabilities associated with your business operations. As per our records, the following taxes are due:

- Corporate Income Tax: \$[Amount]
- Sales Tax: \$[Amount]
- Property Tax: \$[Amount]

Please ensure that these amounts are settled by [Due Date] to avoid any penalties. Instructions for payment can be found on our website or feel free to contact us directly for assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]