

# Request for Business Tax Liability Statement

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Agency/Department]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a statement of business tax liability for [Your Company Name] for the tax year [Year]. Our company is committed to ensuring compliance with all tax obligations and would appreciate your assistance in providing the necessary details regarding our tax contributions and any outstanding liabilities.

Please include information related to:

- Tax periods covered
- Tax amounts due
- Any applicable penalties or interest

We appreciate your prompt attention to this matter and look forward to your response. If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]