

# Payroll Tax Reconciliation Announcement

Dear [Stakeholder's Name],

We hope this message finds you well. As part of our ongoing commitment to transparency and accuracy in our financial practices, we are reaching out to inform you about the completion of the payroll tax reconciliation for the financial period ending [Date].

We have conducted a thorough review of our payroll tax records to ensure that all deductions and contributions are in alignment with federal and state regulations. The results of this reconciliation process show that [brief summary of findings, e.g., "we have successfully maintained compliance with all payroll tax obligations"] and [any adjustments made, if necessary].

Should you have any questions or require further details about the reconciliation process, please do not hesitate to reach out. Our finance team is available to provide any assistance you may need.

Thank you for your continued partnership and support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]