

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

Subject: Submission of Payroll Tax Reconciliation Documentation

I hope this letter finds you well. Attached to this letter, you will find the necessary documentation for the payroll tax reconciliation for the fiscal year ending [Year]. This submission is in accordance with the requirements outlined in our previous communication.

The documents included are as follows:

- Payroll Tax Reconciliation Worksheet
- Supporting Payroll Records
- Any Additional Documentation

Should you have any questions or require further information, please do not hesitate to reach out. I appreciate your attention to this matter and look forward to your acknowledgment of receipt.

Thank you for your cooperation.

Sincerely,
[Your Name]