

Payroll Tax Reconciliation Progress Report

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Payroll Tax Reconciliation Progress Report

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a progress report on the payroll tax reconciliation process for the period of [Insert Period].

Summary of Progress

- Total Payroll Taxes Collected: [Insert Amount]
- Total Payroll Taxes Paid: [Insert Amount]
- Discrepancies Identified: [Insert Number of Discrepancies]
- Resolution Status: [Insert Status]

Next Steps

We aim to address the identified discrepancies by [Insert Target Resolution Date]. Regular updates will follow to ensure all stakeholders are informed of our progress.

Conclusion

Thank you for your attention to this matter. Please feel free to reach out should you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]