

Payroll Tax Reconciliation Request

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are currently in the process of reconciling our payroll tax records and would like to request your assistance in obtaining the necessary information for a comprehensive review.

Specifically, we would appreciate if you could provide us with the following:

- Current payroll tax rates
- Documentation of any changes made to payroll tax regulations
- Updated payroll tax returns for the last [specify period]
- Any correspondence related to payroll tax assessments

This information will greatly assist us in ensuring compliance with all appropriate payroll tax obligations.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]