

# Official Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Altered Tax Rates Notification

Dear [Recipient's Name],

This notice is to inform you that the tax rates applicable to [specific taxation area or category] have been altered effective from [effective date]. The new rates are as follows:

- [Old Tax Rate] - [New Tax Rate] for [specific category]
- [Old Tax Rate] - [New Tax Rate] for [another category]

We advise you to review these changes carefully and adjust your financial planning accordingly. If you have any questions or require further information, please do not hesitate to contact our office at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Organization's Address]