

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Clarification on Monthly Tax Payment Statement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the monthly tax payment statement received for the period of [Insert Period]. It has come to my attention that there are discrepancies that I would like to discuss further.

Specifically, I have noticed the following:

- [Describe discrepancy 1]
- [Describe discrepancy 2]
- [Describe any additional concerns]

Could you please provide clarification on these points at your earliest convenience? I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]