

# **Inquiry About Missing Monthly Tax Payment Slip**

Date: [Insert Date]

To,

[Tax Office Name]

[Tax Office Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the monthly tax payment slip for [Month/Year] that appears to be missing from my records. I made the payment on [Payment Date] but have not yet received the official slip confirming the transaction.

Details of the payment are as follows:

- Name: [Your Full Name]
- Tax Identification Number: [Your TIN]
- Payment Amount: [Amount]
- Payment Method: [Method]

Could you please assist me in locating this slip? If it has already been issued, I would appreciate it if you could resend it to my email address at [Your Email Address].

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]