

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

[Date]

[Recipient Name]  
[Tax Department Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my monthly tax payments. I would like to confirm that my payments have been received and processed for the period of [start date] to [end date].

If possible, please provide me with any documentation or confirmation regarding my payment status. This information would greatly help me in keeping my records up to date.

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

Sincerely,  
[Your Name]