

Request for Detailed Monthly Tax Payment Record

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a detailed record of my monthly tax payments for the year [Year]. My taxpayer identification number is [Your Tax ID Number].

Having a comprehensive record will greatly assist me in managing my financial documentation and ensuring compliance with tax regulations.

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

Sincerely,

[Your Name]