

Submission for Dividend Withholding Tax Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Submission of Claim for Dividend Withholding Tax Refund

Dear [Recipient Name],

I am writing to formally submit my claim for the refund of withholding tax on dividends received from [Company Name] for the financial year [Year]. The details of the dividends received are as follows:

- Dividend Payment Date: [Insert Date]
- Amount of Dividend: [Insert Amount]
- Withholding Tax Deducted: [Insert Amount]

Enclosed, please find the necessary documentation to support my claim:

- Copy of Dividend Payment Notification
- Tax Deduction Certificates
- Completed Claim Form

I appreciate your prompt attention to this matter and look forward to your response. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]