

Letter of Clarification Regarding Reduced Tax Rate Confirmation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification Regarding Reduced Tax Rate Confirmation

We are writing to confirm our understanding regarding the application of the reduced tax rate for our recent transactions as discussed on [insert discussion date]. As per our conversation, the reduced tax rate of [insert percentage]% is applicable under [insert relevant section or law].

To ensure compliance and to clarify any potential discrepancies, we kindly request a formal confirmation of the reduced tax rate applied to our account number [insert account number]. This confirmation will assist us in maintaining accurate financial records and ensuring that our future transactions are in accordance with the tax regulations.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]