

John Doe

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Date: October 10, 2023

Tax Authority Name

Tax Authority Address

City, State, Zip Code

Subject: Follow-Up on Reduced Tax Rate Confirmation

Dear [Tax Authority Contact Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the confirmation of my reduced tax rate for the fiscal year [insert year]. My application reference number is [insert reference number].

As I have not yet received a response, I would appreciate any updates you could provide regarding the status of my request. It is important for me to have clarity on this matter to properly plan my finances moving forward.

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

Sincerely,

John Doe