

# Cross-State Tax Obligation Distribution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves to outline the distribution of tax obligations pertaining to our cross-state operations for the fiscal year [insert year]. As per our agreement and the pertinent state laws, it is essential to clarify each party's responsibilities in this matter.

## Tax Obligation Summary

- **State A Tax Obligation:** [Insert amount] due by [Insert due date]
- **State B Tax Obligation:** [Insert amount] due by [Insert due date]
- **Total Tax Obligation:** [Insert total amount]

Upon your review, please confirm the acceptance of these terms by signing below and returning a copy of this letter by [Insert return date]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

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Acceptance:

\_\_\_\_\_  
[Recipient's Name] Date: \_\_\_\_\_