

Income Tax Declaration

Date: [Insert Date]

To,
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Full Name], holding the position of [Your Job Title] at [Company Name], hereby declare my income for the fiscal year [Insert Year] as required for tax purposes.

Details of my income are as follows:

- Base Salary: [Insert Amount]
- Overtime Pay: [Insert Amount]
- Bonuses: [Insert Amount]
- Other Income: [Insert Amount]

Total Income: [Insert Total Amount]

As I am currently based overseas, I confirm that all necessary documentation has been provided to support this declaration.

Thank you for your assistance.

Sincerely,
[Your Full Name]
[Your Job Title]
[Your Contact Information]