

Proactive Tax Liability Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to proactively verify my tax liabilities for the fiscal year [Insert Year]. I understand the importance of maintaining accurate and timely tax records and seek your assistance in ensuring that my accounts are in good standing.

For your reference, my tax identification number is [Insert Tax ID Number]. I would appreciate it if you could provide confirmation of my current tax liabilities, including any outstanding balances or required documentation.

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

Sincerely,

[Your Name]