

Provisional Tax Payment Instruction

Date: [Insert Date]

To: [Tax Authority Name]

Address: [Tax Authority Address]

Dear [Tax Authority Name/Recipient's Name],

Subject: Provisional Tax Payment Instruction for the Tax Year [Insert Year]

I am writing to provide instructions regarding the provisional tax payment for the tax year [Insert Year] as required under [Applicable Tax Law/Regulation]. Below are the specifics of the payment:

Taxpayer Information

Taxpayer Name: [Your Name]

Tax Identification Number: [Your TIN]

Payment Details

Payment Amount: [Insert Amount]

Due Date: [Insert Due Date]

Payment Method: [Insert Payment Method (e.g., bank transfer, check)]

Please ensure that this payment is acknowledged in your records, and feel free to reach out if any further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]