

Provisional Tax Payment Reconciliation Statement

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Recipient Name],

We are writing to provide you with the reconciliation statement for your provisional tax payments relating to the tax year [Insert Tax Year]. Below is a summary of your provisional tax payments and any applicable adjustments.

Provisional Tax Payment Summary

Period	Payment Amount	Date Paid	Adjustment
[Insert Period 1]	[Insert Amount 1]	[Insert Date 1]	[Insert Adjustment 1]
[Insert Period 2]	[Insert Amount 2]	[Insert Date 2]	[Insert Adjustment 2]
[Insert Period 3]	[Insert Amount 3]	[Insert Date 3]	[Insert Adjustment 3]

Total Provisional Tax Paid

Total Amount: [Insert Total Amount]

Conclusion

We recommend reviewing this statement for accuracy. Should you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]