

Provisional Tax Payment Schedule

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Subject: Provisional Tax Payment Schedule

Dear [Recipient's Name],

We are writing to provide you with the provisional tax payment schedule for the tax year [Insert Tax Year]. Please find the details of the scheduled payments below:

- First Payment: [Insert Due Date] - Amount: [Insert Amount]
- Second Payment: [Insert Due Date] - Amount: [Insert Amount]
- Third Payment: [Insert Due Date] - Amount: [Insert Amount]

Please ensure that payments are made on or before the due dates specified above to avoid any penalties or interest.

If you have any questions or need further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]