

# Provisional Tax Payment Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the update regarding your provisional tax payment for the assessment period of [Insert Assessment Period].

Your provisional tax liability has been calculated as follows:

- Total Income for the period: [Insert Amount]
- Provisional Tax Rate: [Insert Rate]
- Calculated Provisional Tax: [Insert Amount]

Please ensure that the provisional tax payment of [Insert Amount] is made by the due date of [Insert Due Date] to avoid any penalties or interest.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]