

# Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current tax withholding rates for nonresident aliens, particularly in relation to [specific context or reason for inquiry, e.g., employment, investment income, etc.].

As I am in the process of [briefly explain your situation or reason], I would appreciate it if you could provide clarification on the following:

- The applicable withholding rates for nonresident aliens.
- Any relevant documentation that I need to submit to ensure correct withholding.
- Possible deductions or exemptions that might apply.

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

Sincerely,

[Your Name]