

Formal Tax Notification Letter

Subject: Notification of Tax Assessment “ [Tax Year]

Dear [Taxpayer Name],

This letter serves to notify you of the tax assessment for the year [Tax Year] related to your tax identification number [TIN]. According to our records, the total tax liability is [Amount], due by [Due Date].

Please review the attached assessment notice and ensure payment is made on or before the due date. Failure to comply may result in penalties or interest charges.

If you have any questions regarding this assessment, contact our office at [Contact Information] for assistance.

Sincerely,

[Authorized Officer Name]

[Title]

[Tax Authority / Department Name]

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