Informal / Simple Tax Notification Email

Subject: Your Tax for [Tax Year]

Hello [Taxpayer Name],

This is to inform you that your tax amount for [Tax Year] is [Amount]. The due date for payment is [Due Date].

Please ensure payment is made to avoid penalties. If you have questions, reply to this email.

Thanks,

[Tax Department]

Get more templates here: https://www.lettersandtemplates.com/letters/tax-notification-letter