

Income Tax Letter Format for Businesses

[Date]

[Addressee Name and Address]

Dear Sir/Madam,

We are writing to inform you of your income tax obligations for the tax year [year]. According to our records, your business had a taxable income of [amount] for the year. Based on this amount, your tax liability for the year is [amount]. Please note that your business may be eligible for deductions and credits that can lower your tax liability.

We kindly request that you make payment of the amount owed by [deadline]. If you have any questions or concerns about your business's tax obligations, please do not hesitate to contact us.

Sincerely,
[Signature]