

Tax Payment Acknowledgement Letter

Date: 10 June 2024

To:

Mr. John Doe
456 Main Street
Cityville, 12345
Tax Identification Number: 789456123

Subject: Acknowledgement of Tax Payment

Dear Mr. Doe,

This letter is to formally acknowledge the receipt of your tax payment for the fiscal year 2023-2024. We appreciate your timely compliance and cooperation in meeting your tax obligations as per the regulations of the Taxation Authority.

Payment Reference No.	: TP-2024-009874
Date of Payment	: 05 June 2024
Amount Paid	: \$2,500.00
Payment Method	: Online Transfer
Period Covered	: 01 April 2023 – 31 March 2024

Kindly retain this acknowledgement for your records. If you require any further clarification or assistance regarding your tax account, please feel free to contact our office.

Yours sincerely,

Jane Smith
Chief Tax Officer
City Taxation Authority

Important Notes:

- This letter serves as official proof of your tax payment for the mentioned period.
- Please verify the payment details for accuracy. In case of discrepancies, contact the Taxation Authority promptly.
- Retain this document for future reference and for use in any legal or financial proceedings.
- No further action is required unless otherwise notified by the authority.