

# 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.