**Sales Tax Letter**

Know how to draft a formal sales tax letter to the department of your state telling them about the difference in sales tax payment for the financial year. Use the template given below to write your own letter. Use this example to make sure that you don’t miss on any important information. Also mention about attaching the vital documents along with the letter for the kind reference of the sales tax department. Follow the format given below and you will surely be able to draft a simple yet smart letter.

**Sample Format for Sales Tax Letter**

From:

Unique Crockery Stores

22nd Bridge Kennedy

California

7th October, 2014

To,

Henry Williams  
Sales Manager  
Sales Tax department  
New York

Subject: Regarding sales tax payment for the 2013-14

Respected Sir,

This is in context with the sales tax payment of my company Unique Crockery Stores for the financial year 2013-14.

I want to bring to your notice that we have made all the calculations for sales tax payment of our company as per the rate of 8% of the total sales, instead of 12% which was the assigned rate of sales tax for our company. I want to inform you that this reduction and lesser value in the payment of sales tax are because of the sales tax holiday that was requested by the company for the span of two years.

Please find the above mentioned agreement along with the approval from your sales department enclosed with this letter for your referral. I have also enclosed the documents and invoices which reflect the sales of various products and the calculated sales for easy reference to the invoice amount and the quantity of the products sold for the financial year 2013-14. This sales tax has been calculated and verified by our company’s auditors.

I am enclosing a cheque of the calculated sales tax amount at the rate of 8% of the total sales. I also request you to please check your records for this reduction of sales tax which was sanctioned to our company.

Thanking you.

Yours sincerely,

Christian Mark

Sales Manager

Unique Crockery Store