

To whom it may concern,

YOUR NAME

YOUR ADDRESS

YOUR NATIONAL INSURANCE NUMBER

HMRC REFERENCE

DATE

Dear Sir/Madam,

I am writing to you regarding unpaid tax that you say is due for 2012-2013. In the first instance, I would ask that you seek recovery of any tax due from my employer. I work for ASDA and they were responsible for making the appropriate deductions for tax from my wages.

If ASDA have failed to make the right deductions for tax it is their mistake. It may be in failing to pay the correct amount of tax for the year 2012-2013 my employer has failed to take reasonable care.

I was not aware there was a problem with my tax before being contacted by you. Any issue with tax liability certainly was not communicated to me properly by my employer.

My union GMB has raised this matter with my employer and is seeking to establish all the facts as well as find a way forward.

I believe that you too are in ongoing discussions with ASDA.

In the circumstances would you please confirm that I need take no further action at this stage.

Yours sincerely,

To whom it may concern,

NAME: YOUR NAME

ADDRESS: YOUR ADDRESS

NI NUMBER: YOUR NATIONAL INSURANCE NUMBER

HMRC REF: HMRC REFERENCE

DATE: DATE

Dear Sir/Madam

I am writing to you regarding unpaid tax that you say is due for 2012-2013. I would ask that you seek recovery of any tax due from my employer. I work for ASDA and they were responsible for making the appropriate deductions for tax from my wages.

Given ASDA have apparently failed to make the right deductions for tax it is their mistake. It may be in failing to pay the correct amount of tax for the year 2012-2013 my employer has failed to take reasonable care.

The first I knew that there was a problem was when I received a letter from you. If ASDA were in discussions with you over concerns over the amount of tax being deducted from employees then this was never communicated to me.

My union GMB has raised this matter with my employer and is seeking to find a way forward.

I believe you are in ongoing discussions with ASDA and I hope that they make good on any tax due.

In the circumstances would you please confirm that I need take no further action at this stage.

Yours sincerely,