TaxRZR · E-6. Designation of payment to the trust fund portion of employment tax

[Business name], EIN [number]

Enclosed is [check number] in the amount of $[amount] [or: On [date] the business made an electronic payment of $[amount], confirmation number [number]].

This is a voluntary payment. The business designates this payment to be applied to the trust fund portion of the employment tax liability for Form 941, tax period ending [quarter end date], specifically to withheld income tax and the employee share of Social Security and Medicare tax, before any application to the employer share, penalties, or interest.

Please confirm the application in writing.

[Signature, title]

Model letter only. Replace [bracketed fields] and verify facts and instructions before use. Not an official IRS form.
Guidance: https://taxrzr.com/guides/e-6-designation-of-payment-to-the-trust-fund-portion-of-employment-tax