

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tax Office Name]
[Tax Office Address]
[City, State, Zip Code]

Subject: Request for Tax Documents

Dear [Tax Office Contact Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request
copies of my tax documents for the tax year [insert year] for my records
and to ensure compliance with tax regulations.

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN or Tax ID]
- Date of Birth: [Your DOB]

Please let me know if there are any forms or further information required
to process my request. I appreciate your attention to this matter and
look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]