

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
Internal Revenue Service  
[IRS Address]  
[City, State, ZIP Code]  
Subject: [Subject of Your Letter, e.g., Inquiry About Tax Liability,  
Request for Appeal, etc.]  
Dear Sir or Madam,  
[Introductory Paragraph: State the purpose of your letter and any  
relevant information such as your Social Security Number, Tax  
Identification Number, or relevant tax year.]  
[Body Paragraph: Provide detailed information about your inquiry or  
issue. Include any essential facts, figures, or context needed to  
understand your situation.]  
[Additional Paragraph(s): If necessary, include any supporting  
documentation or references to forms, prior correspondence, or IRS  
regulations that pertain to your request.]  
[Closing Paragraph: Reiterate your request or the action you wish the IRS  
to take, and express your willingness to provide further information if  
needed.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title (if applicable)]  
[Enclosures: List any documents you are including, if any]