

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

Internal Revenue Service
[Appropriate IRS Address]
[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear [IRS Official's Name or "To Whom It May Concern"],

[Opening paragraph: State the purpose of your letter clearly and concisely.]

[Middle paragraphs: Provide any necessary details, explanations, or supporting information related to your issue or inquiry.]

[Closing paragraph: Summarize your request or concern and state any action you wish the IRS to take.]

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 Tax Identification Number (if applicable)]