

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

[Appropriate IRS Address for your case]

Subject: Request for Clarification

Dear Sir/Madam,

I am writing to request clarification regarding [specific issue or topic] related to my [tax year or specific tax matter]. My taxpayer identification number is [your TIN/SSN].

[Briefly explain the situation or issue you need clarification on, providing relevant details].

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]