

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Internal Revenue Service
[Appropriate IRS Address]
Subject: [Subject of the Letter]
Dear Sir/Madam,
[Introduction: Briefly state the purpose of your letter.]
[Body: Provide detailed information or explanation related to your inquiry or concern.]
[Conclusion: Summarize your request or the action you are seeking from the IRS.]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Tax Identification Number (if applicable)]