

[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 Sir/Madam,

I am writing to [briefly explain the purpose of the letter, e.g., request information, seek clarification, etc.].

[Provide a detailed explanation of your situation, including any relevant tax years, identification numbers, and specific issues you are addressing. Be clear, concise, and factual.]

Attached to this letter are [list any enclosed documents, if applicable, e.g., copies of tax returns, previous correspondence, etc.].

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

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Taxpayer Identification Number (if applicable)]