

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

Subject: Request for Issue Resolution - [Your Tax Matter]

Dear [IRS Representative's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally address a concern regarding [briefly describe the issue, e.g., "my 2022 tax return"].

My details are as follows:

- ****Full Name****: [Your Full Name]
- ****Social Security Number****: [Your SSN]
- ****Tax Year****: [Year related to the issue]
- ****Tax Identification Number****: [Your TIN, if applicable]

Details of the issue:

[Provide a clear and concise description of the issue you are experiencing, any relevant dates, and any previous correspondence related to it.]

I kindly request your assistance in resolving this matter. If any additional information or documentation is required, please do not hesitate to contact me directly at [your phone number] or [your email address].

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]