

[Your Name]

[Your Address]

[City, State, ZIP Code]

[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"],

I am writing to [state the purpose of the letter, e.g., respond to a notice, request information, etc.].

[Provide detailed information related to your case or inquiry, including relevant tax years, forms, and any other pertinent information.]

I have attached [list any documents you are including, such as copies of tax returns, notices, etc.] for your reference.

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 Social Security Number or Taxpayer Identification Number, if necessary]

[Your Contact Information]