

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

Internal Revenue Service
[Appropriate IRS Address]
[City, State, Zip Code]

Subject: Inquiry Regarding [Specify Subject or Issue]

Dear Sir/Madam,

I am writing to inquire about [briefly describe the issue or question you have regarding your tax situation]. My details are as follows:

- **Full Name:** [Your Full Name]
- **Social Security Number (or Tax ID):** [Your SSN or Tax ID]
- **Tax Year:** [Specify the tax year related to your inquiry]

[Provide a detailed description of your inquiry, including any relevant background information or documents you may need to reference.]

I would appreciate your assistance in clarifying this matter. Please let me know if any further information or documentation is required.

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]