

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, ZIP Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*Internal Revenue Service\*\*  
\*\*[IRS Address]\*\*  
\*\*[City, State, ZIP Code]\*\*  
Subject: [Subject of Your Letter]  
Dear Sir/Madam,  
I am writing to [explain the purpose of your letter in the first paragraph, e.g., address a specific issue, respond to a notice, request information, etc.].  
[Provide detailed information regarding your situation. Include any relevant tax years, identification numbers, and specifics that will help the IRS understand your case. Be clear and concise.]  
[If applicable, include any supporting documentation or evidence that could aid your request or explanation. Mention that you are including these documents with the letter.]  
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 Tax Identification Number (if applicable)]\*\*