

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[IRS Address]
[Department/Office Name, if applicable]
[City, State, Zip Code]
Subject: [Subject of the Letter, e.g., Inquiry about Tax Return]
Dear [IRS Representative or "To Whom It May Concern"],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body: Provide details regarding your inquiry or issue. Include any relevant information such as your Social Security Number (SSN), tax year in question, and any specific forms or documents related to the matter.]
[Conclusion: State what you are requesting or the action you would like the IRS to take. Provide your contact information for follow-up.]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your SSN or Taxpayer ID Number (if applicable)]
[Enclosures: List any documents you are including with the letter, if applicable.]