

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Internal Revenue Service
[Appropriate IRS Address]
[City, State, Zip Code]
Subject: [Subject of the Letter]
Dear Sir/Madam,
[Opening paragraph: State the purpose of your letter clearly and
concisely.]
[Body paragraph(s): Provide detailed information or explanation related
to the purpose of your letter. Include any relevant tax identification
numbers, years involved, and any enclosed documents if applicable.]
[Closing paragraph: Thank the recipient for their attention to the matter
and indicate any follow-up actions if necessary.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Tax Identification Number (if applicable)]