

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

Internal Revenue Service

[Specific Address if known or applicable]
[City, State, Zip Code]

Subject: [Brief Subject Related to Your Letter]

Dear [IRS Representative or Department],

I am writing to [state the purpose of your letter clearly and concisely].

[Provide necessary details, including your Taxpayer Identification Number, relevant dates, and any specific forms related to your inquiry or request. Be clear and direct.]

Please find [mention any documents you are including] enclosed 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]