

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

Internal Revenue Service

[IRS Address]
[City, State, Zip Code]

Re: [Subject/Topic of the Letter]

Dear Sir or Madam,

[Body of the letter: Clearly state your purpose, provide necessary details, and any requested actions.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Your Tax Identification Number (if applicable)]