

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

[Appropriate IRS Address]

Subject: [Subject of the Communication]

Dear [IRS Representative/Department Name],

I am writing to you regarding [briefly state the purpose of your letter].

[Provide necessary details, including your Tax Identification Number, a summary of the issue or request, and any relevant dates or amounts.]

[Include any supporting documents if necessary].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]