

[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)]