

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Internal Revenue Service
[IRS Address]
[City, State, Zip Code]
Subject: [Subject of the Letter]
Dear [IRS Official/Department Name],
I hope this letter finds you well.
I am writing to [state the purpose of your letter clearly, e.g., respond to a notice, provide additional information, request assistance, etc.].
[Provide detailed information and context about your situation or inquiry. Include relevant dates, amounts, and any other specifics that are necessary for clarity.]
Please let me know if you require any further information or documentation. 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 Social Security Number or Tax ID (if applicable)]