

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Request for Income Tax Clarification

Dear [Tax Authority Contact/Department],

I hope this letter finds you well. I am writing to seek clarification regarding my income tax assessment for the year [insert year].

Specifically, I would like to inquire about [briefly describe the issue or clarification needed, e.g., discrepancies in reported income, deductions, or credits]. My taxpayer identification number is [insert tax ID or Social Security number].

For your reference, I have attached copies of [mention any relevant documents, such as tax returns, letters received, etc.].

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]