

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

[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Income Tax Compliance

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my income tax compliance status for the tax year [insert year].

[Provide a brief description of your situation, any specific questions you have, or information you seek regarding your tax compliance.]

I would appreciate your assistance in clarifying these matters at your earliest convenience. Please let me know if any additional information is needed from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Tax Identification Number (if applicable)]