

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

[Recipient's Name]
[Recipient's Title]
[Tax Authority/Department Name]
[Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Income Tax [Year/Period]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my income tax situation for the year [insert year/period]. My taxpayer identification number is [insert TIN or SSN].

[Briefly explain your inquiry; for example, you might ask about a specific deduction, a notice you received, or clarification on a particular tax matter.]

I would appreciate your assistance in providing the necessary information regarding this issue. If you need any further information from my side, please feel free to contact me at [insert phone number or email]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]