

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

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

Subject: Income Tax Submission for the Year [Year]

Dear [Tax Authority Officer's Name or "Sir/Madam"],

I am writing to formally submit my income tax return for the year [Year].

Please find enclosed the following documents for your review:

1. Completed Income Tax Return Form
2. W-2 Forms (if applicable)
3. 1099 Forms (if applicable)
4. Proof of Income and other supporting documents

I confirm that all the information provided is accurate and complete to the best of my knowledge. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]