

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

[Recipient Name]
[Tax Department Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I am writing to [briefly explain the purpose of your letter, e.g., request information, clarify a tax issue, etc.].

[Provide any necessary details regarding your situation, including relevant accounts, tax years, and specific questions or issues you are addressing.]

I would appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]