

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

[Tax Department's Name]  
[Tax Department's Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding Tax Matters

Dear [Tax Department Official's Name or "To Whom It May Concern"],  
I hope this letter finds you well.

I am writing to inquire about [specific issue or question regarding your taxes]. My details are as follows:

- Taxpayer ID: [Your Taxpayer ID]
- Tax Year: [Relevant Tax Year]

[Explain your query in detail, including any relevant information or documentation. Be concise and clear about what you need assistance with.]

I would appreciate your guidance on this matter and look forward to your prompt response. Thank you for your attention to this issue.

Sincerely,

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