

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

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

Subject: Request for Clarification on Tax Matters

Dear [Tax Department Contact/Title],

I hope this message finds you well. I am writing to seek clarification regarding [specific tax issue or topic, e.g., my recent tax return, a notice I received, etc.].

Details of my inquiry are as follows:

- Tax Identification Number: [Your TIN]
- Tax Year: [Relevant tax year]
- Description of the issue: [Briefly describe your situation and the specific clarification needed]

I would greatly appreciate any guidance you could provide on this matter, as it will assist in ensuring compliance with tax regulations and avoiding potential issues.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

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