

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Tax Department Name]
[Tax Department Address]
[City, State, ZIP Code]
Subject: [Subject of the Letter]
Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to address [briefly state the purpose of your
correspondence].
[Provide detailed information regarding your query, issue, or request.
Include any relevant identification numbers, dates, or amounts if
applicable.]
[If necessary, state any additional points or request further action.]
Thank you for your attention to this matter. I look forward to your
prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]