

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: [Brief Subject of the Letter]

I am writing to address a matter concerning [specific tax-related issue or inquiry].

[Provide a brief explanation of the issue, including any relevant details or background information. Be concise and clear.]

[If applicable, mention any supporting documents you are including or specific actions you expect from the recipient.]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)