

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Inquiry Regarding [Specific Tax Issue]

Dear [Tax Authority Contact Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to inquire about
[specific tax issue or question], which pertains to [brief description of
the situation or context].

[Provide any relevant details, including tax identification numbers,
relevant forms, timelines, and any previous correspondence].

I would appreciate any guidance or clarification on [specific questions
or issues you need resolved]. Additionally, if there are forms or
documentation required from my side, please let me know.

Thank you for your assistance in this matter. I look forward to your
prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company/Organization Name]