

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Agency/Company Name]  
[Agency/Company Address]  
[City, State, ZIP Code]  
Subject: [Subject of the Letter]  
Dear [Recipient's Name],  
I hope this letter finds you well.  
I am writing to address [describe the purpose of the letter, e.g., issues regarding my tax return, a request for an extension, etc.].  
[Provide detailed information about the tax matter, including any relevant account or reference numbers, dates, and specific questions or requests.]  
[Include any supporting documentation or requests for further information, if applicable.]  
I appreciate your prompt attention to this matter and look forward to your response.  
Thank you for your assistance.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Tax Identification Number (if necessary)]