

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

[Recipient Name]  
[Tax Department Name]  
[Department Address]  
[City, State, ZIP Code]

Subject: [Brief Subject of the Communication]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [state the purpose of the letter clearly and concisely].

[Provide detailed information or context regarding the issue or request. Be precise and include any relevant details such as account numbers, dates, and specific forms if required.]

I kindly request [state your request, whether it's for information, clarification, or another action].

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]