

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Tax Department Name]
[Department Address]
[City, State, Zip Code]
Subject: [Brief Subject of the Letter]
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to [state the purpose of the letter briefly].
[Provide detailed information regarding your request or issue. Be clear and concise.]
I would appreciate your assistance in [explain what you need from the tax department].
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]