

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

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

Dear [Tax Department Contact Name or Title],

Subject: [Subject of the Letter, e.g., Inquiry Regarding Tax Filing]

I hope this letter finds you well.

I am writing to seek clarification regarding [specific issue or inquiry].

I am a professional [your profession] and have been filing my taxes under [tax identification or relevant details] for [number of years].

[Clearly explain your situation, including any relevant dates, amounts, and specific questions.]

I would appreciate your guidance on this matter and any information you could provide regarding [specific topic]. If necessary, I am happy to provide additional documentation to support my inquiry.

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

Sincerely,

[Your Name]

[Your Professional Title] (if applicable)

[Your Business Name (if applicable)]