

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Tax Department Name]  
[Department Address]  
[City, State, Zip Code]  
Subject: Request for [Purpose of Request]  
Dear [Recipient's Name or "Tax Department"],  
I hope this letter finds you well. I am writing to formally request  
[specific information, clarification, or action you need from the tax  
department].  
[Provide details about your request. Mention any relevant tax periods,  
reference numbers, or forms, if applicable. Explain why you are making  
this request.]  
I appreciate your attention to this matter and look forward to your  
prompt response. If you require any additional information or  
documentation, please do not hesitate to contact me at [your phone number  
or email].  
Thank you for your assistance.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Tax Identification Number (if applicable)]