

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

Internal Revenue Service
[Appropriate IRS Address]
[City, State, Zip Code]

Subject: Clarification of Tax Issues - [Your Tax Identification Number or Social Security Number]

Dear Sir/Madam,

I am writing to clarify some issues regarding my tax return for the year [Insert Tax Year]. I have recently received [insert details about any correspondence from the IRS, such as a notice or letter], and I would like to address the concerns mentioned in the correspondence.

[Explain the specific tax issues you are trying to clarify. Include relevant details such as the forms submitted, amounts, and any discrepancies. Be clear and concise.]

I have included copies of my tax return and any supporting documentation that may assist in resolving this matter.

Thank you for your attention to this issue. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Tax Identification Number or Social Security Number]