

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Internal Revenue Service]
[Address of the IRS office relevant to your situation]
[City, State, Zip Code]
Subject: [Brief Description of the Purpose of Your Letter]
Dear [IRS Representative/Specific Department],
I am writing to [explain the purpose of your communication, e.g., request information, respond to a notice, etc.]. My details are as follows:
- Name: [Your Name]
- Social Security Number: [Your SSN]
- Tax Year: [Relevant tax year]
- Reference Number: [Any reference number if applicable]
[Provide a detailed explanation of your situation, ensuring clarity and conciseness. Include any necessary documentation or information that supports your request or response.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]