

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

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

Subject: Response to IRS Query - [Your Tax Year/Reference Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing in response to your query dated [insert date of IRS notice]. I appreciate your request for clarification regarding my tax return for the year [insert tax year].

In reference to your inquiry about [specific issue or question from the IRS], I would like to provide the following information:

1. **[Briefly state the first point of clarification or documentation]**
- [Provide any necessary details or explanations]
2. **[Second point if applicable]**
- [Details or documentation relative to the second point]
3. **[Third point if applicable]**
- [Details or documentation for the third point]

I have enclosed the relevant documents to support my response, including [list any attached documents, e.g., forms, statements, etc.].

Thank you for your attention to this matter. If you require any further information, please feel free to contact me at the phone number or email address provided above.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Tax Identification Number]