

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Submission of Tax Returns for [Tax Year]

Dear [Tax Authority Name or Officer],

I am writing to submit my tax returns for the tax year [Year]. Enclosed are the completed forms and any supporting documentation as required.

Taxpayer Details:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Tax Identification Number (if applicable): [Your TIN]

The attached documents include:

- Form [Form Name/Number]
- [List any additional forms or schedules]

I confirm that all information provided is accurate and complete to the best of my knowledge. Should you need any further information or clarification, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

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