

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department/Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: [Brief Description of the Tax Issue]

I am writing to address a tax issue related to my account ([Your Account Number or SSN]) for the tax year [Year].

[Explain the issue briefly and provide necessary details, including relevant dates, forms, and amounts involved.]

I kindly request your assistance in resolving this matter. I am available for a discussion at your earliest convenience and can provide any additional information or documentation needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]