

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Tax Year Documentation Request for [Tax Year]

I hope this letter finds you well. I am writing to request the necessary documentation for my tax filing for the year [Tax Year]. As the deadline approaches, I want to ensure that all relevant information is collected and organized.

Please provide me with the following documents at your earliest convenience:

1. [List specific documents needed, e.g., W-2 forms, 1099s, previous year's tax return, etc.]
2. [Additional documents, if needed]

If there are any forms or information required from my side to facilitate this request, please let me know. I appreciate your prompt attention to this matter as it will greatly assist me in my tax preparation.

Thank you for your cooperation. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]