

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

[Date]
[IRS Address]
[City, State, Zip Code]

Subject: Request for Income Verification

Dear [IRS Contact Name or "To Whom It May Concern"],

I am writing to request verification of my income for the year [insert year]. The details of my income are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/Head of Household]
- Tax Year: [Year]

I kindly ask for documentation that reflects my annual income reported on my tax return for the specified year. This information is important for [state purpose, e.g., applying for a loan, financial aid, etc.].

Please let me know if you require any additional information to process my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]