

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

Internal Revenue Service
[Appropriate IRS Address]

Subject: Request for Information

Dear Sir/Madam,

I am writing to request information regarding [specific matter or tax year] related to my [tax return/IRS account]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number (or ITIN): [Your SSN/ITIN]
- Tax Year(s) in Question: [Year(s)]
- IRS Reference Number (if applicable): [IRS Reference Number]

I would like to request the following information:

1. [Specific information request 1]
2. [Specific information request 2]
3. [Specific information request 3]

If you require any further information to process my request, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]