

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

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

Subject: Tax Credit Application - [Specify Credit Name]

Dear [IRS Department/Official's Name],

I am writing to formally apply for the [Specify Tax Credit Name] for the tax year [Year]. My tax identification number is [Your TIN/SSN], and I am a resident of [Your State/City].

I believe I am eligible for this tax credit based on the following criteria:

- [List specific eligibility criteria met]
- [Provide any relevant details or supporting information]

Attached to this letter, please find the completed Form [Specify relevant form] and any additional documentation required to support my application.

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information or clarification, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

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