

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

Internal Revenue Service

[Address of the IRS Office]

Subject: Request for Individual Taxpayer Identification Number (ITIN)

Dear Sir/Madam,

I am writing to request an Individual Taxpayer Identification Number (ITIN) for tax purposes. Below are my personal details:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Country of Citizenship: [Your Country of Citizenship]

Address: [Your Complete Address]

I am required to obtain an ITIN for [explain the reason, e.g., filing taxes, a specific tax-related purpose].

Attached are the necessary documents that support my application, including [list any attachments, such as Form W-7, proof of identity, etc.].

I would appreciate your assistance in processing my request. If you need any additional information, please feel free to contact me at [Your Phone Number or Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]