

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

[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding Tax Matters

Dear [Recipient's Name or "Tax Department"],

I hope this letter finds you well. I am writing to inquire about my tax account for the year [insert year]. My taxpayer identification number is [insert TIN/SSN].

I have some questions regarding [specific issue or inquiry, e.g., deductions, audits, payments]. I would appreciate any clarification or guidance you can provide regarding this matter.

Please let me know if you require any further information from my side to assist with my inquiry. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]