

Request for Tax Deduction Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a copy of my tax deduction records for the tax year [Insert Year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Account Number: [Your Account Number, if applicable]

Thank you for your cooperation.

Sincerely,

[Your Name]