Tax Record Access Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request access to my tax records for the year[s] [insert year(s)]. As a [taxpayer type, e.g., individual, business owner], it is crucial for me to review these records for [reason for request].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number (last four digits): [XXXX]
- Tax Identification Number (if applicable): [TIN]

Please let me know the required steps or documentation needed to facilitate this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]