

# **Inquiry for Retrieving Tax Records**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Department of Revenue

[Department Address]

[City, State, Zip Code]

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

I am writing to formally request copies of my tax records for the years [insert specific years] due to [brief reason for the request, e.g., tax preparation, audit, etc.]. My details are as follows:

**Name:** [Your Full Name]

**Social Security Number:** [Your SSN]

**Tax Identification Number:** [Your TIN, if applicable]

I appreciate your assistance in this matter and look forward to your prompt response. Please let me know if any additional information is needed to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]