

Tax Document Retrieval Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the retrieval of my tax documents for the tax year [Insert Year].
The specific documents I require are:

- [Document 1]
- [Document 2]
- [Document 3]

My Social Security Number (or Tax Identification Number) is [Insert Number], and my account number (if applicable) is [Insert Account Number].

Please let me know if there are any forms or fees required to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,
[Your Name]