

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the recent changes to tax policies that have been proposed/implemented by [specific jurisdiction or governing body]. As a [your position: e.g., business owner, tax professional, concerned citizen], I am particularly interested in understanding the implications these changes may have on [specific area of concern, e.g., small businesses, individual taxpayers, etc.].

Could you please provide clarification on the following points?

- [Point of inquiry 1]
- [Point of inquiry 2]
- [Point of inquiry 3]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]