

# Tax Policy Clarification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Tax Authority/Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request clarification regarding [specific tax policy or regulation]. As a [briefly explain your situation, e.g., business owner, taxpayer], I believe that understanding this policy is crucial for [explain the reason for your request, e.g., compliance, financial planning, etc.].

Specifically, I have questions about [detail your questions or points of clarification needed]. I would greatly appreciate any guidance or documentation you could provide on this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]