

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Contact Name],

Subject: Response to Tax Inquiry Regarding Tax Credits

Thank you for your letter dated [insert date of inquiry] regarding my tax credits for the year [insert tax year]. I appreciate your efforts in reviewing my tax return and addressing any concerns.

In response to your inquiry, I would like to provide the following information regarding the tax credits I claimed:

- **Credit Name:** [Name of the tax credit]
- **Amount Claimed:** [Amount]
- **Description:** [Brief description of eligibility for the credit]
- **Supporting Documents:** [List any documents you are including]

If you require any further information or documentation to assist in the review of this matter, please do not hesitate to reach out to me at the above contact information. I am more than willing to assist in any way necessary.

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

Sincerely,

[Your Name]