

Response to Tax Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Name or Department],

Thank you for your letter dated [Insert Date of Inquiry]. I appreciate the opportunity to clarify my tax situation regarding [briefly mention the subject of the inquiry, e.g., income verification, deductions, etc.].

In response to your inquiry, I have attached [mention any documents or additional information you are providing, e.g., tax returns, W-2 forms, etc.], which I believe will help address your concerns.

If you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]