

# Response to Tax Inquiry Regarding Tax Deductions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Department of Revenue

[Department Address]

[City, State, Zip Code]

Dear [Tax Officer's Name],

Subject: Response to Inquiry on Tax Deductions for Tax Year [Insert Year]

Thank you for your letter dated [Insert Date of Inquiry], regarding my tax return and the deductions claimed. I appreciate your efforts in ensuring accuracy in the tax filing process.

In response to your inquiry, I have provided the supporting documentation for the deductions listed in my return:

- **[Deduction Category 1]:** [Brief Description and Attached Documents]
- **[Deduction Category 2]:** [Brief Description and Attached Documents]
- **[Deduction Category 3]:** [Brief Description and Attached Documents]

Please find the attached documents that support my claims, including receipts, statements, and any further relevant information you may require for your review.

If you have any additional questions or require further clarification, please do not hesitate to contact me at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]