

# Tax Assessment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a tax assessment related to my status as an independent contractor for the tax year [Insert Year]. As an independent contractor, I want to ensure that my tax records are accurate and up-to-date.

To facilitate this process, I would greatly appreciate it if you could provide me with any necessary documentation or guidance regarding my tax responsibilities and assessment. If there are specific forms or information you require from me, please do not hesitate to let me know.

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

Sincerely,

[Your Name]