

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Amended Tax Return Copies

Dear [Tax Authority Name],

I am writing to formally request copies of my amended tax returns for the years [insert years]. My information is as follows:

Taxpayer Name: [Your Full Name]

Tax Identification Number: [Your TIN or SSN]

Due to [reason for amended return], I require copies of these documents for my records. I appreciate your assistance in this matter and would like to know if there are any forms or fees required to process my request.

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

Sincerely,

[Your Name]