

Request for Business Tax Return Copies

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request copies of our business tax returns for the years [insert years needed]. This information is required for [explain purpose, e.g., financial planning, loan application, etc.].

Our business details are as follows:

- Business Name: [Your Business Name]
- Tax Identification Number: [Your TIN]
- Address: [Your Business Address]

Should you require any additional information or documents to process this request, please let me know. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]