

# Request for Joint Tax Return Copies

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Tax Office/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request copies of my joint tax returns for the years [Year 1] and [Year 2]. My spouse's name is [Spouse's Name], and we filed jointly during these years. The tax identification number associated with our joint filings is [Your Social Security Number or Tax ID].

We require these copies for [brief reason for the request, e.g., "to prepare for an upcoming loan application"]. I appreciate your assistance in this matter.

Thank you for your attention to this request. If you need any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,  
[Your Name]