

Request for Personal Tax Return Copies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Name or Department],

I am writing to request copies of my personal tax returns for the years [Insert Years]. My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]

Please send the requested documents to my address listed above. If there are any fees associated with this request, kindly inform me in advance.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]