

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[IRS Office Address]

[City, State, Zip Code]

## **Subject: Request for Copies of Tax Returns**

Dear [Recipient Name],

I am writing to request copies of my tax returns for the years [insert year range] for the purpose of applying for financial aid. My details are as follows:

**Name:** [Your Full Name]

**Social Security Number:** [Your SSN]

**Address:** [Your Current Address]

**Date of Birth:** [Your Date of Birth]

Enclosed with this letter is a copy of my identification and any necessary forms to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]