

Request for Tax Return Copies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request copies of my tax returns for the years [insert years] as I am currently in the process of applying for a loan.

As part of the loan application requirements, the lender has requested that I provide my tax return documentation. I would greatly appreciate your assistance in obtaining these copies at your earliest convenience.

If you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]