

# Request for Tax Return Copies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request copies of my tax returns for the years [Insert Years] for mortgage application purposes.

Please let me know if you need any additional information or documentation to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]