

Request for Tax Return Copies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Tax Authority or Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request copies of my tax returns for the years [insert years] for verification purposes. My tax identification number is [insert TIN or SSN], and I would appreciate your assistance in providing these documents at your earliest convenience.

If there are any forms or additional information required to process my request, please let me know. I can be reached at [insert phone number] or [insert email address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]