

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Agency Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the Foreign Tax Credit documentation for my account (Account Number: [Your Account Number]). I recently submitted my application for the credit, and I understand there may be additional documentation required to complete the process.

To assist in processing my inquiry swiftly, I would appreciate it if you could provide a detailed list of the specific documents needed. Additionally, if there are any deadlines that I should be aware of, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]