

Letter of Demand for Guidance on Tax Filing

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient Name

Tax Agency Name
Agency Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request guidance regarding the upcoming tax filing for the year [Insert Year]. As a [briefly explain your status, e.g., individual taxpayer, small business owner, etc.], I want to ensure that I am fully compliant with all applicable tax laws and regulations.

Specifically, I seek clarification on the following matters:

- Deadlines for filing and payment.
- Applicable deductions and credits for my situation.
- Any changes to tax laws that may affect my filing this year.

Given the complexities involved in tax filing, I appreciate your assistance in providing the necessary guidance at your earliest convenience. This will enable me to prepare adequately and maintain compliance with the tax obligations.

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

Sincerely,
[Your Name]