

Letter of Request for Adoption Tax Credit Documentation

Date: _____

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Dear Sir or Madam,

I am writing to request documentation related to my adoption tax credit for the tax year _____ (insert year). My Social Security Number is _____ (insert SSN), and my tax return was submitted on _____ (insert submission date).

As part of my documentation, I kindly request the following information:

- Adoption expenses incurred
- Any relevant correspondence regarding my adoption tax credit application
- Confirmation of the tax credit amount awarded

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

Thank you for your attention.

Sincerely,

[Your Name]