

Tax-Related Accounting Documents Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about specific tax-related accounting documents needed for my records and tax filing for the year [Insert Year].

Could you please provide the following documents:

- [Document Type 1]
- [Document Type 2]
- [Document Type 3]

If there are any additional documents or information I need to provide to facilitate this request, please let me know.

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

Sincerely,

[Your Name]