

Tax Return Record Verification Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Verification of Tax Return Records

I am writing to request verification of my tax return records for the tax year [Insert Tax Year]. Due to [reason for verification request], I would like to ensure that all information is accurate and up-to-date.

Please review the attached documents and provide confirmation of my tax return for the stated year. If additional information is needed, do not hesitate to contact me at the number or email provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]