

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Subject: Request for Advance Tax Ruling

Dear [Recipient's Name],

I am writing to request an advance tax ruling regarding [brief description of the tax issue or transaction]. As [your position, e.g., taxpayer, accountant, etc.], I seek clarification on the tax implications of [specific details of the situation].

To assist in your evaluation, I have included the following information:

- [Detail 1]
- [Detail 2]
- [Detail 3]

It is important for us to receive guidance on this matter as it will impact [briefly explain the importance or urgency]. We appreciate your attention to this request and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization, if applicable]