

# Letter of Inquiry for Additional Tax Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about some additional information regarding my tax records for the year [Insert Year]. I believe there may be some discrepancies that need clarification.

Specifically, I am seeking details on the following items:

- [Specific inquiry 1]
- [Specific inquiry 2]
- [Specific inquiry 3]

It would be greatly appreciated if you could provide me with this information at your earliest convenience. If any further documentation is required from my end, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]