

Request for Supplemental Tax Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request supplemental tax documentation related to my account for the tax year [Insert Year]. The additional documentation is necessary to ensure accurate reporting and compliance with tax regulations.

Specifically, I would appreciate if you could provide the following documents:

- [Specify Document 1]
- [Specify Document 2]
- [Specify Document 3]

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email]. Thank you for your attention to this matter.

Sincerely,

[Your Name]