

Letter of Formal Request for Tax Relief Determination

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a determination regarding my eligibility for tax relief under [specific tax relief program or act]. As a taxpayer, I believe I qualify due to [briefly state your reasons or circumstances].

Enclosed with this letter are the relevant documents that support my request, including [list any attached documents, such as income statements, tax returns, or any other pertinent information].

I kindly ask for your assistance in evaluating my situation and determining the applicable tax relief options that may be available to me. Please let me know if you require any additional information or documentation.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]