

# Request for Latest Tax Returns

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a copy of my latest tax returns for my records and for [state reason, e.g., loan application, financial planning, etc.].

Your assistance in providing this information would be greatly appreciated. Please let me know if you require any further information or documentation from my side to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]