

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

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 seek your assistance regarding the tax implications associated with my savings bond holdings. As I am planning to redeem certain bonds, I want to ensure that I fully understand the potential tax liabilities and filing considerations involved.

Specifically, I would appreciate guidance on the following:

- The tax treatment of interest earned on savings bonds.
- Any available exemptions or exclusions that may apply.
- Recommendations for record-keeping related to my bonds.

Thank you in advance for your assistance. I look forward to your response.

Sincerely,

[Your Name]