

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request copies of my tax documents for the year [year]. These documents are essential for my records and for ensuring compliance with my financial obligations.

Specifically, I would like to request the following documents:

- [Document Type 1]
- [Document Type 2]
- [Document Type 3]

Please let me know if there are any forms or additional information required to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]