

Tax Document Authentication Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the authentication of my tax documents for the year [Insert Year]. The documents in question include:

- Form W-2
- Form 1099
- Form 1040

These documents are required for [insert purpose, e.g., loan application, financial aid]. I would appreciate your assistance in ensuring these documents are authenticated as soon as possible.

Thank you for your attention to this matter. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] should you require any further information.

Sincerely,

[Your Name]