Letter of Clarification Request

[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 request clarification regarding the tax document I received from your office dated [insert date]. Specifically, I have questions about [briefly describe the specific sections or issues].

To ensure that I comply with all necessary tax regulations and to avoid any misunderstandings, I would greatly appreciate your guidance on this matter.

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

Sincerely,

[Your Name]