

Tax Document Retrieval Request

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient Name

Recipient Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to request the retrieval of my tax documents for the tax year [Insert Year]. I require copies of the following documents:

- Form 1040
- W-2 Forms
- Any other relevant documentation

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]

Please let me know if you require any additional information to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]