

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Urgent Inquiry Regarding Tax Documents

Dear [Tax Authority Contact/Department Name],

I hope this message finds you well. I am writing to urgently inquire about my tax documents for the year [Year] that I have not yet received. The details are as follows:

Name: [Your Name]

Tax Identification Number: [Your TIN]

Filing Status: [Your Filing Status]

Due to [reason for urgency, e.g., approaching deadline, loan application], I would appreciate your prompt attention to this matter. Please let me know the status of my documents or if any additional information is required from my side.

Thank you for your immediate attention to this urgent inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]