

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Institution]
[Recipient Department]
[Recipient Address]

Subject: Request for Tax Return Documentation - [Tax Year(s)]

Dear [Recipient Name],

I am writing to formally request copies of the following tax documentation for the tax year(s)
[Insert Year, e.g., 2022, 2023]:

- Full copy of the filed Federal and State Tax Returns
- W-2 Forms
- 1099 Forms (INT, DIV, MISC, NEC)
- [List any other specific schedules or documents needed]

I require these documents for the purpose of [State purpose, e.g., a loan application, financial audit, or personal record keeping].

Please send the requested documents to my [Mailing Address/Email Address] listed above. If there are any fees associated with this request, please notify me in advance.

Thank you for your assistance. Please contact me if you require any further information to process this request.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Social Security Number or Account Number, if applicable]