

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for Tax Documentation - [Tax Year]

Dear [Recipient Name],

I am writing to formally request copies of the following tax documents for the tax year [Year]:

- [e.g., Form W-2 / 1099-MISC / 1099-NEC]
- [e.g., Summary of Health Insurance Premiums]
- [e.g., Proof of Charitable Contributions]
- [e.g., Mortgage Interest Statement (Form 1098)]

I require these documents to accurately prepare and file my income tax return. Please provide these records by [Date] to ensure I can meet the filing deadline.

You may send the documents to my mailing address listed above or via secure email at [Your Email Address].

Thank you for your prompt attention to this matter. Please let me know if there are any forms I need to sign or if you require further information to process this request.

Sincerely,

[Your Signature]

[Your Printed Name]