

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

[Date]

[Recipient Name or Department]
[Organization Name (e.g., IRS or Accounting Firm)]
[Address]

Subject: Request for Historical Tax Return Documentation

To Whom It May Concern,

I am writing to formally request copies of historical tax return documentation for the following tax year(s): [List Years, e.g., 2018, 2019, 2020].

Please provide the following documents for the periods mentioned above:

- Complete federal tax returns (Form 1040 or applicable form)
- All associated schedules and attachments
- W-2 and 1099 statements
- Tax account transcripts

These documents are required for [State Reason, e.g., a loan application, legal proceedings, or financial auditing].

Taxpayer Identification Information:

Name: [Full Name on Return]
SSN/TIN: [Last 4 Digits or Full Number]
Date of Birth: [DOB]

Please let me know if there are any fees associated with this request or if additional authorization forms are required. You may send the digital files to [Email Address] or mail physical copies to the address listed at the top of this letter.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]