

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

IRS Department of the Treasury
Internal Revenue Service
[Address of IRS Office]
[City, State, Zip Code]

Subject: Response to IRS Audit Letter [Include Tax Year]

Dear [IRS Agent's Name or "To Whom It May Concern"],

I am writing in response to your audit letter dated [insert date of the IRS letter] regarding my tax return for the year [insert tax year]. My Social Security Number (or Taxpayer Identification Number) is [insert number].

I have received your request for additional information, specifically regarding [briefly describe the items or issues raised in the audit]. I am committed to resolving this matter promptly and thoroughly.

Enclosed, please find the requested documents:

1. [List the documents]
2. [List the documents]
3. [List the documents]

If you require any further information, please do not hesitate to contact me at the above phone number or email address. I appreciate your attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]