

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

Internal Revenue Service  
[Appropriate IRS Address]  
[City, State, ZIP Code]

Subject: IRS Notification - [Brief Description of Issue]

Dear Sir/Madam,

I am writing to address the notification I received from the IRS dated [Date of IRS Notification]. The reference number associated with this notification is [Reference Number].

[Explain the reason for your letter: details about the notification, any discrepancies, etc.]

I have attached [any relevant documents] for your review. Please let me know if any further information is required. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]