

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

Internal Revenue Service
[Appropriate IRS Address]

Subject: Response to [Notice/Letter Number or Tax Year]

Dear [IRS Representative's Name or "IRS Representative"],
I am writing in response to your letter dated [date of IRS letter],
regarding [brief description of the issue, e.g., tax return, payment due,
etc.].

[Paragraph explaining your position or providing requested information.
Be clear and concise, including any relevant details or documentation.]
[If applicable, include any actions you have taken or plan to take in
response to the letter.]

Thank you for your attention to this matter. I look forward to your
prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Social Security Number or Taxpayer Identification Number (if
required; be cautious with sensitive information)]