

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

Internal Revenue Service

[Audit Office Address]  
[City, State, ZIP Code]

Subject: Response to Audit Notification - [Your Tax Year]

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

I am writing in response to your notification dated [Date of IRS Notification] regarding the audit of my tax return for the tax year [Tax Year]. I appreciate the opportunity to address your inquiries and provide the necessary documentation.

In compliance with your request, I have enclosed the following documents:

1. [List of documents, e.g., W-2 forms, 1099 statements, receipts, etc.]
2. [Any additional documentation as needed]

I believe that these documents will provide clarity and support for the items in question. Should you require any further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to resolving the audit promptly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Social Security Number or Tax ID (if applicable)]