

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

Internal Revenue Service

[Address of the IRS office you are responding to]
[City, State, ZIP Code]

Subject: Response to [Insert Relevant Topic/Subject, e.g., Notice of Tax Due, Inquiry, etc.]

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

I hope this letter finds you well. I am writing in response to the [insert notice number or subject] that I received on [insert date of the notice].

[Insert a brief statement explaining the purpose of your letter, referencing any specifics related to your tax situation, and addressing the issue mentioned in the IRS correspondence.]

I have included [mention any documents you are attaching, such as tax forms, proof of payment, etc.] to support my response.

Thank you for your attention to this matter. I appreciate your assistance and look forward to resolving this issue promptly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Social Security Number or Taxpayer ID, if applicable]