

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[IRS Office Address]
ATTN: [Title/Department/Examiner's Name]
[City, State, Zip Code]
Re: Response to IRS Examination Letter [Letter Number or Control Number]
Tax Year: [Tax Year]
Taxpayer Identification Number: [Your TIN or SSN]
Dear [Examiner's Name or "To Whom It May Concern"],
I am writing in response to the IRS examination letter dated [date of the letter]. I appreciate the opportunity to address any concerns regarding my tax return for the year [Tax Year].
[Provide a brief summary of your understanding of the IRS's concerns and issues raised in the letter.]
Attached to this letter, you will find the following documents that provide further clarification and support regarding the matters raised:
1. [Document 1 Description]
2. [Document 2 Description]
3. [Document 3 Description]

Should you require any additional information or further documentation, please do not hesitate to contact me at [your phone number] or [your email address].
I look forward to resolving these issues promptly.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a physical letter)]
[Your Printed Name]
[Your Title (if applicable)]