

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

[Date]
[IRS Address]
[City, State, Zip Code]

Subject: Response to IRS Collections Notice [Notice Number]

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

I am writing in response to your collections notice dated [Date of Notice], with reference number [Notice Number]. I appreciate your attention to my case and would like to address the concerns raised in your letter.

[Briefly explain your situation or dispute regarding the collections, including any relevant details such as payment history, disputes, or requests for additional time.]

I request that you consider the following points:

1. [Point 1: Provide specific detail or evidence]
2. [Point 2: Provide specific detail or evidence]
3. [Any additional points if necessary]

I would like to propose the following resolution:

[State your proposal, such as a payment plan, request for reconsideration, etc.]

Please let me know how we can move forward to resolve this matter. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Tax Identification Number or SSN (if necessary)]