

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

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

Subject: Response to IRS Correspondence - [Reference Number]

Dear [IRS Representative's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing in response to your correspondence dated [insert date of IRS letter], regarding [briefly state the subject, e.g., "my tax return for the year 2022"].

[Paragraph 1: Acknowledge the issue raised in the IRS correspondence. Briefly summarize your understanding of the situation.]

[Paragraph 2: Provide relevant information, documentation, or explanations that address the IRS inquiries or concerns. Ensure clarity and conciseness.]

[Paragraph 3: If applicable, express willingness to cooperate or provide further information. Also, mention any enclosures you are including with the letter.]

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

Sincerely,

[Your Name]
[Your Title or "Taxpayer"]

[Enclosures: List any documents included with the letter, if applicable]