

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[IRS Address]
[IRS Department/Division]
[City, State, Zip Code]
Subject: Response to IRS Inquiry [Inquiry Number/Reference]
Dear [IRS Representative's Name/IRS Office],
I am writing in response to your inquiry dated [Date of IRS Inquiry]
regarding [briefly describe the subject of the inquiry, e.g., my tax
return for the year XXXX]. I appreciate your diligence in reviewing my
case.
[Paragraph 1: Acknowledge the inquiry and provide necessary
identification information, such as Social Security Number (last four
digits) or Employer Identification Number (EIN), to help the IRS identify
your file.]
[Paragraph 2: Address the specific issues raised in the inquiry. Provide
accurate and concise information or documentation that supports your
position.]
[Paragraph 3: If applicable, clarify any misunderstandings and provide
additional context or explanations to strengthen your response.]
[Paragraph 4: Thank the IRS for their attention to this matter and
express your willingness to provide further information if needed.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Additional Identifying Information, if necessary]