

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

Internal Revenue Service

[Address from the IRS notice]
[City, State, Zip Code]

Subject: Response to IRS Notice [Notice Number]

Dear Sir or Madam,

I am writing in response to your notice dated [insert date of IRS notice], identified as Notice [Notice Number].

[Briefly explain the reason for the notice and your response or action taken. Include any relevant details such as tax year, issues raised, or corrections made.]

Please find attached [mention any documents you are including, if applicable], which support my response.

I appreciate your attention to this matter and look forward to your prompt reply. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]