

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

Internal Revenue Service

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

Subject: Response to IRS Notice [Notice Number]

Dear Sir/Madam,

I am writing in response to your notice dated [Date of IRS Notice], which I received on [Date You Received Notice]. The notice references [briefly describe the issue, e.g., discrepancies in my tax return, missing documentation, etc.].

[In this paragraph, provide details of the issue you are responding to. Include relevant information such as tax year, amounts in question, and any supporting details to clarify your position or correct the record.]

Enclosed, please find [list any documents you are including to support your response, e.g., amended tax return, W-2 forms, receipts, etc.].

I appreciate your attention to this matter and look forward to resolving it promptly. If you require any additional information, please do not hesitate to contact me at the phone number or email provided above.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Social Security Number (if required)]