

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Tax Identification Number]

[Date]

[IRS Address]

[City, State, Zip Code]

Subject: Response to IRS Notice [Notice Number]

Dear Sir/Madam,

I am writing in response to the IRS notice received on [Date you received the notice] regarding [briefly describe the issue or subject of the notice]. My tax identification number is [Your Tax ID number].

I have reviewed the notice and would like to provide the following information to clarify my situation:

1. **\*\*Explanation\*\***: [Provide a detailed explanation of your situation related to the notice. Include any relevant facts, figures, and dates.]
2. **\*\*Supporting Documentation\*\***: [List and briefly describe any documents you are enclosing to support your response. This could include copies of tax returns, W-2s, 1099 forms, etc.]
3. **\*\*Resolution Requested\*\***: [Clearly state what you are requesting from the IRS, whether it is reversal of a penalty, correction of an error, or any other appropriate resolution.]

Thank you for your attention to this matter. I appreciate your assistance and look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]

[Your Email Address] (if applicable)

[Enclosures: List of documents you are including]