

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

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

Subject: Explanation of Discrepancies in Tax Return

Dear [IRS Representative/Department],

I am writing to address a discrepancy identified in my tax return for the year [Tax Year]. My Social Security Number is [Your SSN], and my tax return was filed on [Filing Date].

Upon receiving your notice dated [Notice Date], I reviewed my records and would like to clarify the following points regarding the discrepancies:

1. **Issue Description 1**

- Explanation: [Provide a detailed explanation of the issue, including relevant figures, forms, and any supporting documentation].

2. **Issue Description 2**

- Explanation: [Provide additional information related to other discrepancies if applicable, including supporting documentation].

I have attached copies of relevant documents, including [list any documents attached, e.g., W-2s, 1099s, etc.], that support my explanations.

Please review my explanations and the attached documents at your earliest convenience. If further information is required, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]