

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

Internal Revenue Service
[Appropriate IRS Address]
[City, State, Zip Code]

Subject: Dispute Resolution for IRS Account [Your Account Number]

Dear [IRS Contact/Department Name],

I am writing to formally dispute the information regarding my IRS account (Account Number: [Your Account Number]). After reviewing my records and the details provided in the [notice/letter] dated [Date of Notice/Letter], I believe there are discrepancies that need to be addressed.

[Briefly explain the reason for your dispute and provide any relevant details or facts supporting your claim.]

I kindly request a thorough review of my account and the information in question. I have attached copies of [mention any supporting documents included, e.g., tax returns, payment records] to assist with your investigation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]