

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

Internal Revenue Service

[Address of the IRS office handling your case]
[City, State, Zip Code]

Subject: Response to IRS Compliance Issues - [Your Tax Identification Number/Social Security Number]

Dear [IRS Representative's Name or "To Whom It May Concern"],

I am writing in response to your correspondence dated [insert date of IRS letter], regarding compliance issues related to my tax account (Tax ID: [insert your Tax ID/SSN]).

[Briefly explain the nature of the compliance issues cited by the IRS and acknowledge receipt of their notice.]

To address these issues:

1. [Outline specific actions you have taken or plan to take to resolve the issues, including any documentation you are including with this letter.]
2. [If applicable, explain any misunderstandings or errors that may have occurred.]
3. [Discuss any payments made or arrangements for future payments, if relevant.]

I am committed to resolving this matter and appreciate your assistance in guiding me through this process. If you need any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]