

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

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

Subject: Response to Audit Notification - [Your Tax ID/SSN]

Dear [IRS Agent's Name],

I am writing in response to the audit notification dated [Date of IRS Notification], regarding my tax return for the year [Tax Year]. I appreciate the opportunity to clarify any discrepancies and provide requested information.

**\*\*Audit Summary\*\***

- **\*\*Taxpayer Information:\*\***

- Name: [Your Full Name]
- Tax ID/SSN: [Your Tax ID/SSN]
- Audit Reference Number: [Audit Reference Number]

- **\*\*Audit Period:\*\*** [Start Date] to [End Date]

- **\*\*Reason for Audit:\*\*** [Briefly specify the reason for the audit as identified by the IRS]

**\*\*Response to Issues Raised\*\***

1. **\*\*Issue 1: [Description of Issue]\*\***

- Explanation: [Provide a clear and concise explanation addressing the issue]

- Supporting Documents: [List and attach relevant documents]

2. **\*\*Issue 2: [Description of Issue]\*\***

- Explanation: [Provide a clear and concise explanation addressing the issue]

- Supporting Documents: [List and attach relevant documents]

3. **\*\*Additional Information:\*\***

- [Any other relevant information that supports your case]

**\*\*Conclusion\*\***

I trust the enclosed documentation and explanations will clarify any discrepancies. I am dedicated to resolving this matter promptly and accurately. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]