

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Internal Revenue Service
[IRS Address]
[City, State, Zip Code]
Subject: Response to IRS Request [Insert Request Reference Number]
Dear [IRS Contact Name or "IRS Representative"],
I am writing in response to your request dated [insert date of IRS letter], regarding [insert brief description of the request]. I appreciate your communication and guidance on this matter.
[Clearly state your response, including any requested information or documentation. Be specific and concise.]
Please find attached [list any documents you are including, if applicable], which I hope will fulfill the requirements specified in your request.
If you need any further information or clarification, 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 Typed Name]
[Your Social Security Number or Tax ID (if required, but use caution with sensitive information)]