

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

Internal Revenue Service

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

Subject: Tax Dispute for Tax Year [Year] - Notice Number [XXXXXX]

Dear Sir/Madam,

I am writing to formally dispute the findings outlined in the [notice type] I received dated [date of the notice], regarding my tax return for the year [year]. My Social Security Number (SSN) is [XXX-XX-XXXX].

I respectfully contest the following items from the notice:

1. [Briefly state the first issue you are disputing]
2. [Briefly state the second issue, if applicable]
3. [Continue as needed]

To support my position, I have attached the following documents:

- [List any relevant documents, such as copies of forms, correspondences, etc.]
- [Any additional supporting information]

I request a review of my case and would appreciate your prompt attention to this matter. I am willing to provide further documentation or clarification as needed. Please contact me at the phone number or email address listed above for any additional questions or information.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]