

[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 Audit Notification - [Your Tax Identification Number or SSN]

Dear Sir/Madam,

I am writing in response to your notification regarding the audit of my tax return for the year [Year]. I appreciate the opportunity to address any questions or concerns the IRS may have regarding my tax filings. Enclosed with this letter are the requested documents and information pertaining to my tax return, specifically related to [specific items or issues]. I have organized these documents in the order outlined in your correspondence to facilitate your review.

[List any specific documents attached, such as W-2s, 1099s, receipts, etc.]

I would like to assure you that I have made every effort to comply with tax laws and regulations. If you require any further information or clarification, please do not hesitate to contact me at the phone number or email address listed above.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]