

**Internal Revenue Service**

**Department of the Treasury**

Date:

Social Security or  
Employer Identification Number:

Tax Year Ended:

Notice of Deficiency Dated:

Person to Contact:

Contact Telephone Number:

We received the item checked below, and will send you more information as soon as possible:

- Written protest dated \_\_\_\_\_ concerning the proposed adjustment of your income tax liability for the above year.
- Request on \_\_\_\_\_ for an interview.
- Correspondence dated \_\_\_\_\_ concerning the proposed adjustment of your income tax liability for the above year.
- Request dated \_\_\_\_\_ for an appeals conference. They will arrange an appointment convenient for you.
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If you received a notice of deficiency for the above year, please note that this letter and the additional consideration of your case do not extend or suspend the period stated in the notice for filing a petition with the United States Tax Court.

If you have any questions, you may write to the person whose name is shown at the top of this letter or you may call that person at the telephone number shown. If you write, please attach the copy of this letter to help us identify your file and include your phone number, area code, and the most convenient time for us to call you in case we need more information.

Thank you for your cooperation.

Sincerely yours,

Enclosure:  
Copy of this letter