

Department
of the
Treasury

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|Originating Office|Form Number
|SE:S:C:CP:FP:RD | 2267C

IDRS
CORRESPONDEX

Internal
Revenue
Service

Title: Delinquent Return Requested

Number of Copies | Distribution to: | Former Letter
Original and 1 | 2 to T/P | 2267C (Rev. 12-95)

OMB Clearance Number | Expires |
- | IMF/BMF

Letters Considered in Revision:

A Employer Identification Number: []
B Social Security Number: []

C Tax Form(s) Tax period(s)
C [] [] [] [] []
C [] [] [] [] []
C [] [] [] [] []
C [] [] [] [] []
C

Dear []

D Thank you for your response dated [], to our notice(s)
D regarding your tax form(s) for the tax period(s) shown above.

D
E This is in response to the inquiry of [], from
E []. We have no record that you authorized []
E to act for you in this matter. Please notify [] that we have
E replied directly to you. If you wish to authorize a third party to
E represent you, please complete Form 2848, Power of Attorney and
E Declaration of Representative. If you wish an appointee to inspect
E and/or receive confidential tax information, please complete
E Form 8821, Tax Information Authorization. For more information
E about these forms, visit our website at www.irs.gov or call the
E telephone number listed at the end of this letter.

E
F We understand that you intend to file your return(s) by [],
F and we agree with this date.

F
G Please complete the form(s) for the tax period(s) shown above, and

G send [] to us with your check or money order for the amount you owe.

G

H Please complete the form(s) for the tax period(s) shown above, and

H send [] to us with your check or money order for the amount you owe

H by [].

H

I If we don't hear from you, we may prepare the tax return for you based on the information we have, and send you a bill for the tax, penalties, and interest that you owe.

I

J

J

If you need forms, schedules, or publications, you may get them by visiting the IRS website at www.irs.gov or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

K If you have any questions, please call [] at

K [] between the hours of [] and

K [].

K

K If you prefer, you may write to us at the address shown at the top of the first page of this letter.

K

L If you have any questions, please call us toll free at 1-800-829-[].

L

L If you prefer, you may write to us at the address shown at the top of the first page of this letter.

L

M If you have any questions, please call us toll free at

M [].

M

M If you prefer, you may write to us at the address shown at the top of the first page of this letter.

M

N If you have any questions, please contact the office where we've transferred your case by calling [] at [] between the hours of [] and [].

N

N If you prefer, you may write to that office at the address we've provided in this letter.

N

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Your Telephone Number _____ Hours _____

Sincerely yours,

Enclosures:

O Forms []

Envelope

SAMPLE