

Date:

Taxpayer Identification Number:

Form:

Tax Period(s) Ended:

Person to Contact:

Employee Identification Number:

Contact Telephone Number:

Contact Fax Number:

Why We're Sending You This Letter

We are sending you this letter because we are in the process of examining a return you have filed with us to determine your correct federal tax liability. Generally, we deal directly with a taxpayer or a taxpayer's duly authorized representative. However, we sometimes contact other persons to obtain information that the taxpayer has been unable to provide, or to verify information we have received.

What You Need To Know

We are writing to tell you that we may contact other persons. If we do contact other persons, we will generally tell them limited information, such as your name. The law prohibits us from disclosing any more information than is necessary to obtain or verify the information we are seeking. Our need to contact other persons may continue as long as we are examining any open tax year.

How To Contact Us

If you have any questions regarding this letter or wish to request a list of contacts, please do not hesitate to contact the employee listed above. However, **you are not required to respond to this letter.**

Thank you for your cooperation.

Sincerely yours,

Operations Manager, Examination