



**Department of the Treasury
Internal Revenue Service**

[Street Address]
[City, State ZIP]

Date:

Taxpayer ID number:

Form:

Tax period(s) ended:

Person to contact:

Contact telephone number:

Dear [Name]:

We received your response dated [Month XX, XXXX]. If we can't complete our review of the information you sent us by [add 45 days], we will contact you again to provide a date when you can expect our response.

You don't need to respond to this letter; however, if you have questions or need additional information, you can contact the person listed above.

If someone is handling this matter for you, please let them know we received his or her response.

Thank you for your cooperation.

Sincerely,

[Name]
Operations Manager

Enclosure:
Copy of this letter

FOIA Request