



Department of the Treasury
Internal Revenue Service

Date:

Taxpayer ID number:

Form:

Tax periods ended:

Person to contact:

Contact telephone number:

Contact fax number:

Employee ID number:

Response due date:

Dear [Taxpayer]:

In order for us to forward your case to the Office of Appeals (Appeals), you must provide the items requested in this letter by the **response due date** listed above.

If you don't reply by the **response due date**, we'll process your case based on the proposed findings and send you a statutory notice of claim disallowance. The notice will explain how to bring suit in court for the recovery of any tax, penalties, or other amounts. The law requires you to file suit, if you choose to do so, within 2 years from the date we mail the notice.

Thank you for your cooperation.

Sincerely,

[Name]

[Title]

Enclosures:

Envelope

Protest / Small Case Request

Publication 5

FOIA Request