

## LETTER TO INTERNAL REVENUE SERVICE

Sender's Name: \_\_\_\_\_

Sender's Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**IRS Office Address:**

Internal Revenue Service  
Attn: Correspondence Unit  
Address Line 1  
Address Line 2  
City, State, ZIP Code

**Subject:**

Request for Tax Account Clarification and Resolution

**Taxpayer Identification Information:**

Taxpayer Name: \_\_\_\_\_

Taxpayer Identification Number (TIN/SSN/EIN): \_\_\_\_\_

**Letter Body:**

Dear Sir or Madam,

I am writing to formally address and seek resolution concerning my tax account with the Internal Revenue Service. I have identified discrepancies that require clarification and would appreciate your assistance in resolving these matters promptly and accurately.

Please find below the pertinent details to facilitate your review:

- Tax Year(s) Involved: [Specify Tax Year(s)]
- Form(s) Filed: [Specify Forms, e.g., Form 1040]
- Notice or Letter Number(s) Received (if applicable): [Specify numbers]

I request that your office provide detailed information regarding the assessment, adjustments, or notices referenced above. Furthermore, I would like to ensure all records reflect accurate and current information to avoid any potential misunderstandings or penalties.

Enclosed with this letter are copies of supporting documents including but not limited to: tax returns, payment receipts, correspondence, and any other relevant forms.

Please advise on any additional documentation or information required from my side to expedite the review and resolution process.

Thank you for your attention to this matter. I look forward to your prompt response and am available for any further communication needed to bring this issue to a satisfactory conclusion.

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Enclosures:**

- Copy of tax return(s) involved
- Payment receipts and confirmation
- Prior IRS correspondence
- Other relevant supporting documents

This letter is provided in good faith and for the purpose of resolving any discrepancies in compliance with applicable United States tax laws. It is intended to serve as a formal communication to the Internal Revenue Service for review and response. All information provided herein is true and correct to the best of my knowledge.

**Sender's Signature**

**IRS Representative Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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