



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 provide the requested items by the **response due date**, we'll process your case based on the proposed changes in the examination report we previously provided. The findings are subject to the Area Director's approval. We will send you a final letter when we finish processing your case.

Thank you for your cooperation.

Sincerely,

[Name]

[Title]

Enclosures:  
Envelope  
Protest  
Publication 5

FOIA Request