

Taxpayer Response to IRS Tax Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[IRS Address]

[City, State, Zip Code]

Subject: Response to IRS Notice [Insert Notice Number]

Dear [IRS Representative's Name or "To Whom It May Concern"],

I am writing in response to the IRS notice dated [Insert Notice Date] regarding [Insert Brief Description of the Tax Issue or Dispute]. I appreciate the opportunity to address this matter and provide clarification.

After carefully reviewing the information provided in your notice, I would like to present the following points:

- Point 1: [Explain your position or evidence].
- Point 2: [Clarify any misunderstandings].
- Point 3: [Provide any supporting documents or information].

I respectfully request that you review my case with the information I have provided. Enclosed are copies of relevant documents that support my position.

If further information is needed, please do not hesitate to contact me at [Your Phone Number] or [Your Email]. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]