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Date: _____

Internal Revenue Service

Taxpayer: _____

SSN: _____

IRS Form: _____

Tax Period: _____

To Whom It May Concern:

I have received the enclosed letter, dated _____, from the IRS concerning a proposed adjustment to my _____ for _____. Your notice indicated that I did not report the following income on my _____ for _____:

I disagree with your findings and proposed adjustment because this income was correctly reported on my return. This item was included on _____ and was reported in the following manner:

A copy of _____ is included with this letter for your reference.

The reported _____ may have been prepared incorrectly or prepared using the wrong year.

Best,

Enclosure