

**Date:**

**Taxpayer Identification Number:**

**Form:**

**Tax Period(s):**

**Person to Contact:**

**Contact Telephone Number:**

**Contact Fax Number:**

**Employee Identification Number:**

Dear

Your federal return for the period(s) shown above has been selected for examination.

**What You Need To Do**

Please call me on or before \_\_\_\_\_ . I can be contacted from \_\_\_\_\_ to \_\_\_\_\_ at the contact telephone number provided above.

During our telephone conversation, we will talk about the items I'll be examining on your return, the types of documentation I will ask you to provide, the examination process, and any concerns or questions you may have. We will also set the date, time, and agenda for our first meeting.

**Someone May Represent You**

You may have someone represent you during any part of this examination. If you want someone to represent you, please provide me with a completed Form 2848, *Power of Attorney and Declaration of Representative*, at our first appointment.

If you prefer, you may mail or fax the form to me prior to our first appointment. You can get this form from our office, or from our web site [www.irs.gov](http://www.irs.gov), or by calling 1-800-829-3676. If you decide that you wish to get representation after the examination has started, we will delay further examination activity until you can secure representation.

## **Your Rights As A Taxpayer**

We have enclosed Publication 1, *Your Rights as a Taxpayer*, and Notice 609, *Privacy Act Notice*. We encourage you to read the Declaration of Taxpayer Rights found in Publication 1. This publication discusses general rules and procedures we follow in examinations. It explains what happens before, during, and after an examination, and provides additional sources of information.

A video presentation, "Your Guide to an IRS Audit", is available at <http://www.irsvideos.gov/audit>. The video explains the examination process and will assist you in preparing for your audit.

Thank you for your cooperation and I look forward to hearing from you by

Sincerely,

Internal Revenue Agent

Enclosure:  
Publication 1  
Notice 609