

Date:

Taxpayer Identification Number:

Form:

Person to Contact:

Contact Telephone Number:

Employee Identification Number:

Refer Reply to:

Last Date to Respond to this Letter:

Dear

Please see the checked paragraph which provides information concerning our examination of your return identified above.

- Thank you for helping us complete the examination of your return by providing the enclosed records which we are returning to you. We will let you know the results of this examination as soon as possible. You do not need to take further action at this time regarding this matter.
- Some time ago we asked you for information we needed to complete the examination of your return. Please submit the information by mailing it to us or by scheduling another interview with the examiner within 10 days so we can base our decision on complete information.
- As you requested, we have sent your return to the following office:

That office will let you know the time and place of your appointment.

- As you requested, we have rescheduled your appointment for the examination of your return as follows: Date _____ Time _____
- As you requested, we have extended the time for you to reply concerning the examination of your return until _____
- We previously sent you Letter 2280 (DO) notifying you that we had transferred your case to our Appeals office. However, your case has recently been sent back to our Examination group for further development. We will contact you if necessary and will notify you when we transfer your case back to Appeals.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter. Thank you for your cooperation.

Sincerely yours,

Enclosures:

Records