

Internal Revenue Service

Department of the Treasury

Date:

Taxpayer Identification Number:

Tax Form:

Tax Year Ended:

Person to Contact:

Telephone Number:

Dear

We wrote to you on _____ to tell you that your records were not adequate for us to determine your correct federal income tax. The letter explained which specific aspects of your records were inadequate. We listed the law and regulations which require you to maintain adequate records on the back of that notice.

We asked you to let us know within six months what steps you had taken to improve your records. Six months have passed but we haven't heard from you.

Please write within 15 days from the date of this letter explaining what steps you have taken to correct the problems described in our previous notice. A self-addressed envelope is enclosed for you to use.

Sincerely yours,

Enclosure:
Envelope