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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