

DELIVERABLES COVER LETTER

Company Letterhead

MM/DD/YYYY

Department of the Treasury
Internal Revenue Service (or Bureau Name)
Name & Address of Recipient

ATTENTION: (Contracting Officer's Name,
Contracting Officer Technical Representative's Name
(COTR)

REFERENCE: (TIPSS-4 Contract Number and Task Order Number, if applicable)

SUBJECT: (Deliverable Description)

Dear Mr. or Ms. XXXXX:

In accordance with the above referenced contract (and Task Order, if applicable), (Contractor Name) submits the enclosed (reports or deliverables).

Copies of the attached are also being provided to (Contracting Officer, and COTR or other appropriate POC).

Should you have any questions, please contact the undersigned at (xxx) xxx-xxxx.

Sincerely,

Name
Title

Enclosure(s):
cc: