

Internal Revenue Service

Department of the Treasury

Form:

Tax Period (s):

Taxpayer identification Number:

Place of Appointment::

Room Number:

Date and Time:

Person to Contact/ID Number:

Contact Telephone/(Fax Number):

Date:

Dear Sir or Madam:

Thank you for the information submitted on _____ in connection with my review of the return(s) shown above.

Now that the information has been reviewed, I believe we should meet to discuss it. I have scheduled an appointment as indicated above. Please contact me to confirm the arrangements.

I need the additional items indicated on the enclosed list to complete the examination. Please bring the appropriate records with you to the appointment, as well as any other information that you feel would further clarify the items in question.

If you do not keep this appointment or do not provide the additional items requested, we will close this case based on the information currently in our file. This could result in the disqualification of the tax-exempt status of the plan.

If you would like someone else to represent you during this examination, you must submit a written power of attorney. Form 2848, Power of Attorney and Declaration of Representative, or Form 8821, Tax Information Authorization, whichever is appropriate, may be used for this purpose. You can get these forms from an Internal Revenue Service Office.

If you write to me with questions about this letter, please provide your daytime telephone number and the most convenient time for me to call in case I need to contact you.

Thank you for your cooperation.

Sincerely yours,

Enclosure:

List of additional information needed

Please provide the following information with you at the appointment: