

012345678901

<<OrgName>>

ATTN: <<ATTN>>

<<Street1>>

<<Street2>>

<<City>>, <<State>> <<Zip>>-<<Zip4>>

<<Date>>

Dear Tax Manager:

I'm writing to invite you to complete a web survey about the time and money businesses spend to fulfill their federal excise tax obligations.

We need your help with our ongoing efforts to reduce taxpayer burden. We've heard that preparing and filing federal excise tax returns is time consuming and expensive. By taking some time to answer the survey questions now, you can help us find ways to reduce the time and money businesses like yours must spend to meet their future excise tax reporting requirements.

You may view and complete the survey by following the enclosed web survey instructions. Your participation is voluntary, and I assure you that all information you provide will be used for research purposes only. You won't be asked for income or other financial details of your returns.

To see the official IRS announcement regarding this survey, go to the IRS website: <https://www.irs.gov/statistics/2018-excise-tax-burden-survey>. If you have questions about the survey you can call 855-682-3074. To learn more about research on taxpayer burden go to the IRS website: <https://www.irs.gov/pub/irs-soi/d13315.pdf>.

This survey is being conducted by Westat, a well-known research organization.

Thank you in advance for your help.

Sincerely,



Benjamin D. Herndon  
Chief Research and Analytics Officer  
Research, Applied Analytics & Statistics