

Letter Number: 3164 G(DO)

Letter Date:

Social Security Number or  
Employer Identification Number:

For Assistance You May Call Us At:

Person to Contact:

Employee Identification Number:

Dear

We are in the process of examining a return you have filed with us to determine your correct federal tax liability. In order to complete this examination, we previously requested the following information from you.

**INFORMATION REQUESTED**

**DATE REQUESTED**

Generally, our practice is to deal directly with a taxpayer or a taxpayer's duly authorized representative to secure the information. However, we sometimes talk with other persons when we need information that the taxpayer has been unable to provide.

Since you have been unable to provide the requested information, we are writing to tell you that we may contact other persons to obtain this and any related information. If we do contact other persons we will generally need to provide limited information, such as your name. The law prohibits us from disclosing any more information than is necessary to obtain or verify the information we are seeking. Our need to contact other persons may continue as long as we are examining any open tax year.

If you have any questions regarding this letter or wish to request a list of contacts, please do not hesitate to contact us at the telephone number listed above.

Sincerely,