

[Your Name/Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

Internal Revenue Service
[Attn: Revenue Agent Name]
[IRS Office Address]
[City, State, Zip Code]

RE: Letter of Representation

Taxpayer Name: [Corporation Name]
EIN: [Employer Identification Number]
Tax Period(s): [e.g., December 31, 2022 and December 31, 2023]
Form Type: [e.g., Form 1120]

Dear [Agent Name/Examination Department],

Please be advised that this office represents [Corporation Name] regarding the examination of the federal corporate income tax returns for the tax periods listed above.

Enclosed please find an executed Form 2848, Power of Attorney and Declaration of Representative, authorizing [Name of Representative] to represent the taxpayer before the Internal Revenue Service in connection with this matter.

We request that all future correspondence, notices, and requests for information regarding this audit be directed to my attention at the address listed above. Please provide copies of all such communications to the taxpayer as required by law.

We are currently reviewing the initial Information Document Request (IDR) and will coordinate with the taxpayer to provide the requested documentation in a timely manner. Please contact me directly at [Phone Number] or [Email Address] to schedule an initial conference or to discuss the audit timeline.

Thank you for your cooperation in this matter.

Sincerely,

[Signature]
[Printed Name]
[Title/Professional Designation]

Enclosure: Form 2848