

[Your Name/Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

Internal Revenue Service
Office of Appeals
[IRS Office Address]
[City, State, Zip Code]

RE: Letter of Representation

Taxpayer Name(s): [Taxpayer Name]
Taxpayer Identification Number: [SSN or EIN]
Tax Period(s): [e.g., Year ending December 31, 2023]
U.S. Tax Court Docket Number: [Enter Docket Number]

To the Appeals Officer:

Please be advised that this office represents the above-named taxpayer(s) regarding the petition filed with the United States Tax Court for the tax year(s) referenced above.

Enclosed is a fully executed Form 2848, Power of Attorney and Declaration of Representative, authorizing [Representative Name] to represent the taxpayer(s) before the Internal Revenue Service in this matter.

We understand that this case has been referred to the Office of Appeals for consideration of a potential settlement. Please direct all future correspondence, notices, and legal documents regarding this case to my attention at the address listed above.

We request an initial conference to discuss the merits of this case and explore settlement options. Please contact my office at [Phone Number] to schedule a convenient time for this meeting.

Thank you for your cooperation in this matter.

Sincerely,

[Signature]
[Printed Name]
[Title/Professional Designation]
[Bar Number/CAF Number]

Enclosure: Form 2848