

[Representative Name]
[Professional Title/Firm]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Date]

Internal Revenue Service
[IRS Address or Specific Campus]
[City, State, Zip Code]

RE: Letter of Representation and Notice of Appearance

Taxpayer: [Taxpayer Name]

SSN/TIN: [Taxpayer Identification Number]

Tax Periods: [List Unfiled Years, e.g., 2018-2022]

To Whom It May Concern:

Please be advised that this office represents the above-named taxpayer regarding their federal income tax obligations for the tax years listed above. Attached to this letter, please find a signed Form 2848, Power of Attorney and Declaration of Representative, authorizing me to act on the taxpayer's behalf.

The taxpayer is currently in the process of gathering the necessary documentation to prepare and file the delinquent tax returns. We intend to bring the taxpayer into full filing compliance as expeditiously as possible.

We formally request that the IRS direct all future correspondence, notices, and telephone inquiries regarding these periods to my attention at the address provided above. Furthermore, we respectfully request a stay of any collection or enforcement actions for a period of [Number, e.g., 30 or 60] days to allow for the completion and submission of the outstanding returns.

Please contact my office directly at [Phone Number] if you require additional information or wish to discuss a specific filing timeline.

Sincerely,

[Signature]
[Printed Name]
[PTIN/Professional License Number]

Enclosure: Form 2848