

[Date]

Internal Revenue Service  
Criminal Investigation Division  
[Field Office Address]  
[City, State, Zip Code]

RE: [Subject Name/Entity Name]  
SSN/EIN: [000-00-0000]  
Investigation Number: [If Known]

Dear Special Agent [Agent Name],

Please be advised that this office represents [Client Name] with respect to the above-referenced matter and any related federal tax investigations or inquiries for the tax periods [List Tax Years, e.g., 2020-2023].

Enclosed is a signed Form 2848 (Power of Attorney and Declaration of Representative) authorizing [Attorney Name(s)] to represent the taxpayer before the Internal Revenue Service.

We hereby request that all future contacts, correspondence, and communications regarding this matter be directed exclusively to the undersigned. My client has been instructed not to communicate with any government agents or representatives without my presence or express consent.

Please provide me with any formal requests for information, summonses, or documents at your earliest convenience so that we may coordinate a legal response. We intend to cooperate with the Internal Revenue Service through established legal channels while preserving all of our client's constitutional and statutory rights, including those under the Fourth and Fifth Amendments.

Thank you for your professional courtesy in this matter.

Sincerely,

[Signature]

[Attorney Name]  
[Law Firm Name]  
[Phone Number]  
[Email Address]

Enclosure: Form 2848