

[Your Name/Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Tax Authority Name, e.g., Internal Revenue Service]

[Department/Office Name]

[Address Line 1]

[City, State, Zip Code]

RE: Tax Audit Representation

Taxpayer Name: [Client Full Name]

Taxpayer ID/SSN: [Taxpayer ID Number]

Tax Period(s) Under Audit: [e.g., 2021, 2022]

Notice/Case Number: [Reference Number]

To the Examining Officer,

Please be advised that I have been retained to represent **[Client Full Name]** in connection with the audit of the tax returns for the period(s) referenced above.

Attached to this letter is a signed Power of Attorney (Form [e.g., 2848]) authorizing me to act on behalf of the taxpayer and to receive and inspect confidential tax information.

We request that all future correspondence, notices, and requests for documentation regarding this matter be directed to my office at the address listed above. I am currently reviewing the records pertaining to the audit and will serve as the primary point of contact for all meetings, interviews, and Information Document Requests (IDRs).

Please contact me directly at [Phone Number] or via email at [Email Address] to discuss the next steps or to schedule an initial conference.

Sincerely,

[Signature]

[Your Printed Name]

[Professional Title, e.g., CPA, Enrolled Agent, Attorney]

Enclosure: Executed Power of Attorney Form