

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

[Date]

[Recipient Name/Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Referral for IRS Tax Audit Representation - [Client Name]

Dear [Recipient Name],

I am writing to formally refer my client, [Client Name], to your firm for professional representation regarding an upcoming Internal Revenue Service (IRS) audit. The audit pertains to the tax year(s) [Year(s) under audit].

The IRS has issued a notice regarding [briefly state issue, e.g., Schedule C expenses, charitable contributions, or unreported income]. Given your extensive expertise in tax controversy and IRS audit defense, I believe your firm is best positioned to represent [Client Name]'s interests and ensure a fair resolution.

I have advised the client to contact you directly to schedule an initial consultation. With the client's authorization, I am prepared to provide you with the following documents to assist in your review:

- A copy of the IRS Audit Notice ([Notice Number])
- The filed tax returns for the years in question
- Relevant supporting financial records and documentation

Please let me know if you are able to accept this referral or if you require any additional information. I look forward to your professional assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Credential]