

**Internal Revenue Service**

**Department of the Treasury**

Date:

Taxpayer Identification Number:

Tax Year:

Form Number:

Person to Contact:

Employee Identification Number:

Contact Telephone Number:

Fax Number:

**CONFIRMATION**

Dear

This letter is provided to confirm an appointment to examine your federal income tax return for the year(s) shown above.

Place:

Date:

Time:

**WHAT TO EXPECT AT THE EXAMINATION**

The examination is scheduled to last approximately \_\_\_\_\_ hours. During the examination, I will review the items requested in the Information Document Request previously sent to you. It is important that you bring all the items listed on the Information Document Request to the appointment. My goal is to complete your examination at the initial meeting. However, depending on the results of this initial meeting and the supporting items you provide, I may ask you to provide additional items and/or schedule a follow-up meeting. At the completion of the examination, you may owe additional tax, be due a refund, or there may be no change to your return.

## WHO MAY COME TO THE EXAMINATION

If you filed a joint return, you and/or your spouse may attend. You may also have someone represent you at the examination. If you will not attend with your representative, you must provide a completed Form 2848, *Power of Attorney*, or Form 8821, *Tax Information Authorization*, by the start of the examination. You can obtain these forms from our office, from our web site, [www.irs.gov](http://www.irs.gov), or by calling (800) 829-3676.

## WHAT WILL HAPPEN IF YOU DO NOT KEEP THE APPOINTMENT

If you do not keep your appointment or provide the requested records, we will issue an examination report showing additional tax due. Therefore, it is to your advantage to keep your appointment and provide the records. If you are uncertain about the records needed or the examination process, please do not hesitate to call the phone number listed above.

Sincerely,

Examining Officer

Enclosures:

Example