

Mary Jones
123 Main Street
Flint, MI 98765

Dear Mary Jones:

As indicated in the enclosed letter, we have reached resolution of your tax account.

We are interested in your opinions regarding your satisfaction working with the IRS and the revenue officer assigned to your account.

Please complete the enclosed survey within the next seven days and return the survey in the enclosed postage-paid envelope. All responses are confidential, and your participation is voluntary. We will group your responses with others, so that no individual reply can be traced back to any one person. The survey will take less than five minutes to complete.

Your response is very important to us and will help us improve service to taxpayers.

Thank you for your participation.

Sincerely,

David Alito
Director, Collection