

Survey Processing Center

P.O. Box 344
Claysburg, PA 16625 USA

[DATE]

13257B 0000001 *****SNGLP
JOHN Q & MARY Q SAMPLE
SAMPLE ADDRESS 1
SAMPLE ADDRESS 2
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SAMPLE ADDRESS 5
ANYTOWN, US 12345-6789

Dear JOHN Q & MARY Q SAMPLE:

A few days ago you received a letter from William F. Conlon, Director, IRS Specialty Tax Program, asking for your help with an important research project.

We are administering a nationwide survey among people who have had contact with the Internal Revenue Service (IRS). Specifically, we want to know your opinions about your recent experience with IRS' audit of your estate or gift tax return. Your participation is completely voluntary. But your responses are critical to making our research give an accurate and complete picture.

We are sending questionnaires to all taxpayers who have gone through a recent examination of an estate or gift tax return. The Survey Processing Center will hold your identity confidential and will provide your responses anonymously to the IRS. We will group your responses with all the others we receive, so that the IRS cannot trace responses back to any one person.

The questionnaire is quite brief and should take less than five minutes to complete. Please use the postage-paid envelope to return your completed questionnaire. If you have any questions or concerns, please feel free to call the Survey Processing Center Helpline at 1-866-377-8208.

The IRS is committed to improving its performance and service to the American public. A first step in this process is to gather reliable information from those who have actually had recent experience of IRS services and employees. Your honest opinions will help promote improvement.

Thank you in advance for your cooperation.

Sincerely,

Larry Luskin
Project Director

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