

LETTERHEAD OF DATA COLLECTION CONTRACTOR

Date:

Addressee
Address

Dear John Q Sample:

A few days ago you received a letter from Robert L. Trujillo, Director, Planning, Quality, Analysis and Support, Large & Mid Size Business Division of Internal Revenue Service (IRS), United States of America, asking your help with an important research project.

We are administering a world wide survey among people who have had contact with the IRS. We want to know your opinions about the audit process you went through which began with a notice of examination and ended with a final examination letter. Your responses are critical to the accuracy of this research.

We are sending the questionnaires to a random sample of taxpayers who have gone through the international examination process on a recent tax return. All responses are confidential, and your participation is voluntary. Only summary of responses will be reported to IRS so that no individual reply can be traced back to any one person.

The questionnaire is quite brief and should take about ten minutes to complete. Please use the postage-paid reply envelope to return your completed questionnaire. If you have any questions or concerns, please feel free to call the Survey Hotline at 1-000-000-0000.

The IRS is committed [to](#) improving its performance and service to the American and International Public. A first step in this process is to gather reliable information from those who have had contact with IRS services and employees. Your honest opinions will help bring about this improvement.

Sincerely,

Joe Smith
Project Director