

## LETTERHEAD OF DATA COLLECTION CONTRACTOR

Date:

Addressee  
Address

Dear John Q Sample:

A few ago you received a survey 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 for your help with an important research project. If you have already completed the survey, thank you. If not, please take a few minutes to fill in your responses.

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 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 only 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.

Thank you in advance for your cooperation.

Sincerely,

Joe Smith  
Project Director