

# Survey Processing Center

P.O. Box 344  
Claysburg, PA 16625 USA

[DATE]

JOHN Q SAMPLE  
SAMPLE ADDRESS 1  
SAMPLE ADDRESS 2  
SAMPLE ADDRESS 3  
SAMPLE ADDRESS 4  
SAMPLE ADDRESS 5  
ANYTOWN, US 12345-6789

Dear Tax Professional:

Recently, you received a survey requesting your views about the IRS. So far, we have not received your completed survey. As described in our previous communications, we are administering a nationwide survey to gather reliable information from tax professionals who prepare individual taxpayer returns and provide taxpayer assistance. Your responses are critical to our efforts to enhance the resources and services available to tax professionals.

If you have not already done so, please take a few minutes, today, to provide your feedback to the IRS either by mail or online. Macro International Inc., an independent research company, is administering the survey. If you choose to complete it online, please go to the weblink listed below.

[HYPERLINK].

The web address above includes a password that will enable you to exit the survey and re-enter at a later time. It will also protect any data you have entered if you experience any computer disruptions. Macro International will not share these passwords with the IRS at any time during or after this study.

Macro International will keep your responses and individual identity confidential. Macro will not provide any identifying information to the IRS along with your responses. Your responses will be reported to the IRS in aggregate with the responses from other tax professionals. While your participation is voluntary, we strongly encourage you to complete and return the survey.

The survey should take less than 20 minutes to complete. If you are completing the survey by mail, please use the postage-paid reply envelope to return your completed survey. If you have any questions or concerns, please feel free to call us toll free at 1-866-377-8208.

Thank you in advance for your cooperation.

Sincerely,

Larry Luskin  
Project Director