

[Date]

[Taxpayer Name]

[Street Address #1]

[City, State Zip Code]

Dear [Taxpayer Name]:

IBM is pleased to be conducting this survey of taxpayers on behalf of the Internal Revenue Service (IRS). As stated in the letter from [TBD], the IRS has asked us to conduct a survey to measure the time and money taxpayers spend preparing and filing their tax returns. The results of this study will help the IRS understand the burden placed on taxpayers – and it will help them identify ways to reduce that burden.

We have enclosed the questionnaire for you to complete. Still, we recognize the value of your time, so as a token of our appreciation, we will send \$XX.XX to all eligible participants upon return of the completed questionnaire. We included a postage paid envelope in which you should return the completed questionnaire. As a good faith gesture, we also enclosed a dollar bill with this letter.

While your participation is voluntary, your input is critical to the success of the study. Please be assured that your responses will be used by IRS only for research purposes, and we will not be asking you about any financial information from your tax return. We are interested only in learning about the time and money you spend on tax-related activities, such as recordkeeping, purchasing tax software, and completing your tax return.

If you have any questions or concerns about this study, or would like to participate by telephone interview, please contact [TBD] of IBM toll-free at (XXX) XXX-XXXX. We join [TBD] in thanking you for your cooperation.

Sincerely,

IBM Survey Research Center

The OMB control number for this public information request is XXXX-XXXX and the address where you can send your comments regarding this study is Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224.