

[Date]

[Taxpayer Name]

[Address #1]

[City, State Zip Code]

Dear [Taxpayer Name]:

We are contacting you regarding an important research study we are conducting on behalf of the Internal Revenue Service (IRS). The purpose of the study is 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 help identify ways to reduce that burden.

The large number of returned questionnaires is very encouraging. But the ultimate success of this study depends on you and other taxpayers who have not yet responded. Past experience suggests that taxpayers who have not yet sent in their questionnaires may have had quite different experiences than those who have returned their completed questionnaires. Hearing from everyone in our sample ensures that the survey results are as accurate as possible.

Please be assured that your responses will be used by IRS only for research purposes, and we will not be asking 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 record keeping, purchasing tax software, and completing your tax return. We will send \$XX.XX to all participants upon return of the completed questionnaire.

We appreciate your willingness to consider our request as we conclude this effort to measure the time and money associated with completing your tax return. If you have any questions or would prefer to participate by telephone interview, please contact [TBD] of IBM toll-free at (XXX) XXX-XXXX. Thank you very much.

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.