



**Department of the Treasury  
Internal Revenue Service  
Atlanta, GA 30308**

Postage

[Name]  
[Address]  
[City, State, Zip]



**Department of the Treasury  
Internal Revenue Service  
Atlanta, GA 30308**

[Month Day, Year]

A few days ago, you should have received a request from me to complete a brief questionnaire about a letter the IRS sent you earlier this year. The questionnaire is part of our effort to assess the effectiveness of the IRS's communication with the American taxpayer.

If you have already returned the questionnaire, please accept my sincere thanks. If you have not yet completed and returned your questionnaire, we would greatly appreciate it if you would do so as soon as possible.

By getting your feedback we hope to identify areas of the letter that need improvement and to improve our overall communications with taxpayers. Your opinions are important to us.

Sincerely,

Susan Boehmer  
Director  
Wage and Investment  
Planning, Research, and Analysis  
Internal Revenue Service