[IRS DEPARTMENT LETTERHEAD]

[DATE]

Name1 Name2 Name3 Name4 Address City, State, Zip

Dear IRS Exempt Organization Determination Letter Request Customer:

I need your help with an important initiative we are undertaking to improve our service to America's taxpayers.

IRS recently made a determination on the tax-exempt status of your client's organization. In a few days, you will receive a survey asking your opinions about your experience and the service you received from IRS. If you are not the person who had the most contact with the IRS on this matter, please direct the survey to the person who did.

This brief survey should take less than 8 minutes to complete. Your answers will be combined with others to give us an evaluation of customer satisfaction with IRS service.

An independent research company, Macro International, will administer the survey and will keep your individual responses confidential. No identifying information will be associated with your responses. Your responses will be compiled with those of other recent customers and reported only in the aggregate to the IRS.

We are committed to improving service to every customer. Please help me in this effort by completing and returning the survey as soon as possible.

Sincerely,

Sarah Hall Ingram Commissioner

Tax Exempt and Government Entities Division