



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20005

INSPECTOR GENERAL  
FOR TAX  
ADMINISTRATION

Confirmation Letter

OMB NO. xxxx-xxx Expires xx/xx/xx

Month Day, Year

Person to Contact: Denise Gladson  
Telephone Number (Not Toll Free):  
(513) 263-3173

Tax Exempt Organization  
1234 Main Avenue  
Metropolis, USA 01234

Dear Organization,

The Department of the Treasury is conducting an independent review of the Internal Revenue Service's (IRS) records to determine whether the IRS is complying with certain provisions contained in the Internal Revenue Code (I.R.C.). The Treasury Inspector General for Tax Administration (TIGTA), which is part of the Department of the Treasury but independent of the IRS, is charged with conducting these independent reviews of the IRS.

We would appreciate your help in verifying the accuracy of the IRS's records by answering the information listed below. Your response is voluntary and there are no penalties for not replying. This letter is NOT a review of your tax records or a request for payment.

The information that you provide may be furnished to the IRS. However, the law prohibits us from providing information concerning your tax account to third parties (other than the IRS) without your written permission.

IRS records indicate that you received the following noncash donation.

1. Date Item(s) Received: \_\_\_\_\_. Correct YES ( ) NO ( )  
If you answered NO, what date did you receive the items, \_\_\_\_\_.

	Initiator	Reviewer	Reviewer	Reviewer	Reviewer	Reviewer	Reviewer	Reviewer
Office Symbols								
Surname								
Date								

2. Taxpayer (Donor): \_\_\_\_\_. Correct YES ( ) NO ( )  
If you answered **NO**, who was the Donor of the items, \_\_\_\_\_.
  
3. Donated Items: \_\_\_\_\_ Correct YES ( ) NO ( )  
If you answered **NO**, what items were donated, \_\_\_\_\_.
  
4. Value Claimed: \$\_\_\_\_\_ Correct YES ( ) NO ( )  
If you answered **NO**, what was the value of the items donated, \$\_\_\_\_\_.

To help assure our independent review of the IRS, please reply only to the Department of the Treasury (or the TIGTA) using the enclosed postage-paid envelope. Please do not forward this letter to the IRS. If you have any questions, please call the individual shown at the top of this letter. We would appreciate your reply within 10 days. Thank you for your cooperation.

Sincerely,

*(DIGA's Name)*

Deputy Inspector General for Audit

Enclosures: Postage-paid Envelope

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**Privacy Act and Paperwork Reduction Act Notice**

The Budget and Accounting Procedures Act of 1950 authorizes the Department of the Treasury to request this information for the purposes stated in the letter. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid Office of Management and Budget control number. (OMB Control No. 1505-0217). The estimated average time to comply with this letter is 15 minutes. If you have any comments concerning the accuracy of this time estimate or suggestions for making this letter simpler, please write to:

Treasury Inspector General for Tax Administration  
Office of Audit  
1401 H Street Room, NW  
Suite 469  
Washington, D.C. 20005

Do not send your reply to this letter to this address.