

**Internal Revenue Service**

**Department of the Treasury**

**Letter Number: 3164 F (DO)**

**Letter Date:**

**Social Security Number or  
Employer Identification Number:**

**For Assistance You May Call Us At:**

**Person to Contact:**

**Employee Identification Number:**

Dear

We are in the process of examining a return you have filed with us to determine your correct federal tax liability. Generally, our practice is to deal directly with a taxpayer or a taxpayer's duly authorized representative. However, we sometimes talk with other persons to verify information we have received.

We are writing to tell you that we will contact other persons to verify the following information regarding your taxes.

**INFORMATION TO BE VERIFIED**

We also may receive additional related information during our contacts and will advise you when this occurs. When we do contact other persons we will generally need to provide limited information, such as your name. The law prohibits us from disclosing any more information than is necessary to verify the information we are seeking. Our need to contact other persons may continue as long as we are examining any open tax year.

If you have any questions regarding this letter or wish to request a list of contacts, please do not hesitate to contact the employee listed above. However, **you are not required to respond to this letter.**

Sincerely,