**ATTENTION: TO ENSURE YOUR FREEDOM OF INFORMATION ACT (FOIA) REQUEST CAN BE PROCESSED TIMELY PLEASE FULLY REVIEW AND EDIT THIS TEMPLATE AS NECESSARY PRIOR TO SUBMITTING**

FOIA requests, other than those qualifying for expedited processing, are worked on a first-in, first-out basis.

For more information on IRS FOIA Process please visit their website at [Freedom of Information Act (FOIA) Guidelines | Internal Revenue Service (irs.gov)](https://www.irs.gov/privacy-disclosure/freedom-of-information-act-foia-guidelines)

FOIA requests can be submitted online by visiting https://foiapublicaccessportal.for.irs.gov/

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June 19, 2023

FOIA Requester Service Center

Internal Revenue Service

Central Processing Unit Stop 211

P.O. Box 621506

Atlanta, GA 30362-3006

[Professional’s Name]

[Address]

[City, State, & Zip]

Phone:

Fax:

Taxpayer Name:

Taxpayer SSN:

Tax Period(s) Covered by Request:

Dear Disclosure Manager:

This is a request under the Freedom of Information Act/Privacy Act.

I am requesting all documents relating to the IRS determination that additional tax should be assessed to the above taxpayer, my client. Specifically, tax in the amount of [$XX.XX] on [date] assessed to [tax type & year]. I am seeking all documents related to decision to find my client liable; including, but not limited to, the following documents:

* All Form(s) 4564 -Information Document Request (IDR) – issued to the taxpayer or taxpayer’s representative
* All documents received by the IRS in response to a Form 4564, whether provided by the taxpayer or taxpayer’s representative.
* All Form(s) 4549 – Income Tax Examination Changes – issued to the taxpayer or taxpayer’s representative.
* All Form(s) 886-A – Explanation of Items – issued to the taxpayer or taxpayer’s representative.
* All other letters or correspondence issued by IRS personnel related to this audit/examination.
* All Notice(s) of Deficiency

I do not wish to inspect the documents first. In order to determine my status for the applicability of fees, you should know that I am an “other” requester seeking information for personal or non-commercial use.

A copy of my properly completed 2848, which has been submitted to the Centralized Authorization File (CAF) unit, has been enclosed demonstrating my authority to access to the requested information.

As proof of identity, I am including [pick one]

€ Copy of my Driver’s License, Passport, or other Government Issued Picture ID

€ Notarized statement swearing to or affirming my identity

€ A sworn statement as to my identity, under penalty of perjury.  The sworn statement must meet the requirements of 28 USC section 1746

I am willing to pay fees for this request up to a maximum of $XX. If you estimate that the fees will exceed this limit, please inform me first.

Thank you for your consideration of this request.

Sincerely,

[Ink Signature]

[Print Name]