**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:

Dear Disclosure Manager:

This is a request under the Freedom of Information Act. I request that a copy of the CAF Representative/Client Listing be provided to me. 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 non-commercial or personal use. I am a tax professional and my CAF number is XXXXXXX.

I am including a valid photo identification which includes my signature as proof of identity.

[Option 1] Send listing as a paper document. I am willing to pay copying fees for this request up to a maximum of $XX (fill in amount). If you estimate that the fees will exceed this limit, please contact me prior to completing my request. (There is no charge for the first 100 pages and $.20 per page thereafter).

[Option 2] Send listing on CD as a text file using Windows NotePad.

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]