David Collins  
Tax Defense Network Affiliated Partner

**DAY & DATE**

**CLIENT NAME**

**CLIENT STREET**

**CLIENT CITY STATE ZIP**

Dear Mr. / Mrs. [insert CL name]

It is time for you to get very serious about your tax issues. We have notified you of possible collection actions by the Internal Revenue Service (IRS) and by the state of state. Below is a list of items we have not yet received but are necessary to proceed with your case:

1. Item 1
2. Item 2
3. Item 3

A Manager has reviewed your file and asked that I make sure you fully understand the consequences of not providing this requested information. As a reminder, you contracted with us to provide the following services:

1. Service 1
2. Service 2
3. Service 3

You are aware that the IRS and the state of STATE can levy your income and accounts and attempt to seize your property. We are at a critical point in your case where we cannot complete the above contracted services without the requested items. Should you fail to provide the necessary information within 14 days, your case may be referred to our Expert Care Department, your Power of Attorney form may be revoked, and your case removed from my active inventory.

Please send the information to me as soon as possible. As always, if you are having difficulty obtaining information or filling out paperwork, please let me know so that I can help.

Thank you for your time and attention.

Sincerely,

David Collins