David Collins
Tax Defense Network Affiliated Partner

**DAY & DATE**

**CLIENT NAME**

**CLIENT STREET**

**CLIENT CITY STATE ZIP**

Dear Mr. / Mrs. [insert CL name]

You are contracted with Tax Defense Network for the following services:

Service 1

 Service 2

 Service 3

 We are unable to complete these services without your help. We are diligently working to complete your case, but we have reached a point where your assistance is necessary. Without certain information, we will lose our cooperative relationship with the IRS or STATE of STATE, which will cause your income and assets to become susceptible to sudden and unexpected collection action.

 In order to continue your case, you must send the following items:

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

Without these documents, we cannot prevent the IRS from levying your income and bank accounts, or seizing other property. It is also important to understand that Tax Defense Network is unable to move your case forward due to this delay.

Please send me the requested items as soon as possible so that we can attempt to prevent forced collection actions. If you are unsure as to what is needed or need help obtaining the information or filling out the forms, please contact me right away.

David Collins