

Internal Revenue Service

Department of the Treasury

Taxpayer Identification Number:

Form Number:

Name of Plan:

Plan Number:

Plan / Tax Year(s) Ended:

Person to Contact/ID Number:

Contact Telephone Number:

Date:

Dear Sir or Madam:

Please be advised that the current status of the examination of the above named plan is as follows:

- 1. We have received your correspondence dated .
- 2. Additional information is needed. See the attached information request.
- 3. We have not received the information that we requested. When we receive it, we will be able to continue with the processing of your case. (See attached.)
- 4. Additional research is needed. We will follow-up within days.
- 5. We have completed your examination. You will be contacted regarding the disposition of your case by .
- 6. There will be a delay in processing your case. We will provide a follow-up on the status of your examination within 90 days. For additional information, please contact the Group Manager, at .
- 7. Your case is being reassigned for administrative reasons. The name of the new agent assigned to the case is listed below:

Name:

Telephone number:

- 8. Other:

If you have any questions, please contact the person whose name and telephone number are shown above.

Thank you for your patience.

Sincerely,

Enclosure(s):