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December 14, 2017

**VIA FAX: 877-807-9215**

IRS FOIA Request

HQ FOIA

Stop 211

PO Box 621506

Atlanta, GA 30362-3006

**Re: Taxpayer: CLIENT NAMES**

**Current Address: NAME Road, TOWN, STATE ZIP**

**SSN: XXX-XX-XXXX and XXX-XX-XXXX**

Dear Sir or Madam:

This is a request under the Freedom of Information Act.

1. **Name and Address**

Requestor:

YOUR INFORMATION

Clients:

NAMES

STREET ADDRESS

CITY, STATE ZIP

1. **Description of the Requested Records**

The undersigned is counsel to CLIENT NAMES (the “Requestors”). We respectfully request copies of the taxpayers’ administrative file for tax years 2013, 2014, and 2015.

1. **Proof of Identity**

As proof of identity, I am including a photocopy of my driver’s license and a copy of my Power of Attorney and Declaration of Representative (Form 2848).

1. **Commitment to Pay Any Fees Which May Apply**

The undersigned is willing to pay for fees associated with this request. If the request shall exceed $100, the undersigned requests to be notified.

1. **Compelling Need for Speedy Response**

The Taxpayers are in the process of appealing the imposition of penalties related to the failure to file certain foreign reporting forms and the files are necessary to do so.

I declare that the above stated information is true and accurate to the best of my knowledge under the penalty of perjury.

Please call me with any questions.

Very truly yours,

YOUR NAME