



**Department of the Treasury**  
**Internal Revenue Service**  
**[Operating Division / Program Name]**

**Date:**  
**08/12/2020**  
**Person to contact:**

**Employee ID number:**

**Contact address:**

**Contact telephone number:**

**Tax periods ended:**

**Employer ID number (last 4 digits):**

**Business name and address:**

Dear [Name]:

We have reviewed your protest of our decision to assess a trust fund recovery penalty against you as a responsible person of the business named above. We found that you didn't present any new facts which would alter our previous decision.

We are forwarding your protest to our Appeals office for its consideration. An Appeals officer will contact you to schedule a conference. If your name, address, or telephone number change before the Appeals office contacts you, please tell us so you'll receive notice of the conference without delay.

If you have any questions, please contact the person whose name and telephone number are shown above. If the number is outside your local calling area, there will be a long-distance charge to you.

Sincerely,

[Name]

[Title]