

Internal Revenue Service

Department of the Treasury

Number of this letter:

1155(DO)

Person to Contact:

Employee Identification Number:

Date:

IRS Contact Address:

IRS Telephone Number:

Employer Identification Number:

Tax Period(s) Ended:

Business Name and Address:

SAMPLE

Dear

We previously provided you with Form 2751, *Proposed Assessment of Trust Fund Recovery Penalty*, which lists the unpaid federal tax liability of the business named above. Form 2751 also proposes that we assess against you, as a responsible person of the business, a trust fund recovery penalty of \$

You agreed to pay this proposed penalty amount when you signed Form 2751 on
We will bill you soon.

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 yours,