

Appendix E IRS standard Letter- Change in Return Waiver (Use AARP Letter Head Paper)

DATE

Internal Revenue Service

Address

Address

Re: IRS Notice XXXX

Name:

SSN:

Dear Sirs:

This letter is in reference to the XXXX tax return for (Taxpayer's name), SSN XXX-XX-XXXX, that was prepared by the AARP Foundation Tax-Aide volunteers at the (named site). AARP Foundation Tax-Aide is the nation's largest free, volunteer-run tax assistance and preparation service available to low- and moderate-income taxpayers, with special attention to those age 60 and older. Approximately 35,000 AARP Foundation Tax-Aide volunteers, trained in cooperation with the Internal Revenue Service, help over 2.6 million taxpayers file their federal, state and local tax returns each year.

The return has been changed by the IRS, and the taxpayer now owes additional taxes. They have also been assessed penalties in the amount of XXX. We are, therefore, requesting a waiver in _____ this amount on the return.

If you require any additional information, please feel free to contact me at (SC contact telephone#).

Thank you for your attention to this

Signature

Name

Role

AARP Foundation Tax-Aide

601 E St NW

Washington DC 20049