



Department of the Treasury  
Internal Revenue Service  
**Appeals Office**  
600 17th Street  
Suite 400S  
Denver, CO 80202-5402

**Date:**

March 14, 2014

**Person to contact:**

Name: \_\_\_\_\_

Employee number: 0397737

**Tax period(s) ended:**

12/2010 12/2011

Docket number: \_\_\_\_\_

Dear \_\_\_\_\_,

We received your case for consideration in the Denver Appeals office.

**Who we are**

Appeals is separate from and independent of the IRS office taking the action that you disagree with. We review and resolve disputes in a fair and impartial manner to both you and the government by applying the law and judicial decisions to the facts. We conduct our reviews by telephone or mail. If you prefer a face-to-face review at the Appeals office closest to your residence or business address, please let us know within 15 days from the date of this letter. We will try to accommodate your request to transfer your case to the appropriate Appeals field office for consideration.

**What you can expect**

We'll make every attempt to contact you as quickly as possible. We'll consider the facts in your case and try to resolve the dispute based on the information you provided to Examination. We will make every effort to reach a resolution with you in a manner that is fair and impartial to both you and the government. If you have any new information or evidence that you plan on submitting, please contact me immediately. I may refer it to Examination for consideration. You will receive their comments, and you will have an opportunity to respond.

If we determine that you owe the IRS, the law requires the IRS to charge interest until you pay the amount you owe in full. If the amount you owe is subject to penalties, additional penalty amounts will continue to increase until you pay in full. If you owe or potentially owe tax, interest, or penalties, you can make a payment at any time.

**What you can do**

- If you want to stop or reduce interest on part or all of the balance due, send tax payments to the Appeals office working your case.
- If you have questions about the Appeals process or how you can prepare for your hearing, communicate with the "Contact Person" listed above.

