

Internal Revenue Service

Department of the Treasury

Taxpayer Identification Number:

Name of Plan:

Date:

Plan Number:

Person to Contact/ID Number:

Contact Telephone Number:

Fax Number:

Return Reply to:
IRS/EPCU

Dear Sir or Madam:

We recently mailed a letter to you, which has been returned to us as undeliverable. Our research indicates that your address of record may be incorrect. We identified the address shown above through research, but we cannot update our records without written verification from you that this is the organization's current address. Please complete Part II of the enclosed Form 8822, *Change of Address*, and fax or send it to the person shown above. Be sure to sign and date the form. In addition, please provide us with any additional information as required in the original letter, which is enclosed.

If you have any questions, please contact the person named in the heading of this letter.

Thank you for your cooperation.

Sincerely,

Enclosures:
Envelope
Form 8822
Original Letter