

[FOR YOUR LETTERHEAD]

Dear _____:

The Internal Revenue Service (IRS) has provided information to us indicating that your name and/or Social Security Number listed in the Company's payroll records does not match the name and/or Social Security Number listed with the IRS. The mismatch could be due to any number of reasons, such as a name, change, or a simple topographical error on our records or their records. The name and SSN we have on file for you is:

Please check your Social Security card. If the name and number on your card is the same as the information we have, please let me know. That means there may be an error in the IRS' records. I will need you to contact them and resolve the discrepancy and let me know how it was resolved by _____. (90 days after we received IRS' letter). You may contact the IRS by calling toll free **1-866-255-0654**.

If you have any questions about this, please contact me.

Sincerely,
