

[Your name]  
Your address]

[date]

Department of the Treasury  
Internal Revenue Service  
[Address indicated]

Re: Final Notice of Intent to Levy; Request for Due Process Hearing

Name: [your name]  
Address: [address]  
SSN: xxx-xx-[your last four digits]

I am in receipt of your Notice [redacted] dated [redacted] (copy attached) in which you indicate your intention to levy my property or my rights to my property to collect on an amount that you claim is due for "[redacted]" [plus unspecified amounts for penalties and interest, if applicable].

I hereby request a Collections Due Process Hearing before any collection activity for the above tax year because I do not believe that I owe any amount.

1. I challenge the appropriateness of the proposed collection action;
2. I challenge the amount of the proposed collection action, and dispute that I have any liability whatsoever.

Should this matter proceed to a hearing, I request it to be by written correspondence. Please schedule this hearing at the earliest possible date.

Sincerely,

[Your name]  
[Tel. Number]

Encl: Copy of Notice