

# SAMPLE FOIA REQUEST LETTER

ITEMS IN **RED** ARE REQUIRED

**Date** (Example: January 1, 2013)

**TO:** **USACE Mobile District**  
**FOIA Office (Office of Counsel)**  
**PO Box 2288**  
**Mobile, Alabama 36628**

**OR E-MAIL TO:** \_\_\_\_\_

Dear **FOIA Office**:

Under the Freedom of Information Act I would like to obtain access to the following records: **[Insert a clear description of the records you are seeking.]**

For the purposes of assessing fees, I am making this request on behalf of **[Insert the one option below which best describes your status.]**

- |  |
|--|
| a. Myself, seeking this information for personal, not commercial, use.                             |
| b. A company / business, to use for commercial purposes.   |
| c. A representative of the news media, to use for news gathering, not for commercial purposes.     |
| d. An affiliated educational or non-commercial scientific institution, and not for commercial use. |

I am willing to pay up to **\$(insert amount)** for the response to this request. If you determine fees may exceed that amount, please contact me first.

Sincerely,

**Your Full Name**

**Name of Company (if applicable)**

**Street / Mailing Address**

**City, State, ZIP Code**

**Telephone Number**

**E-mail Address**

# Sample Foia Request For Irs Audit Workpapers

**Mike Jess**



## **Sample Foia Request For Irs Audit Workpapers:**

**IRS Practice & Policy**, 1990      IRS Audit Protection and Survival Guide, Attorneys Daniel J. Baran, Gerald F. Bernard, James E. Brown, 1997-01-25 Attorneys are a prime target of the IRS's Market Segment Specialization Program (MSSP). Using a newly developed industry specific Audit Technique Guide and the latest in computer and communications technology, IRS agents specially trained in the finer points of legal practice operations and accounting are putting the tax returns of thousands of businesses under a very powerful microscope. Now more than ever it is vital for CPAs and attorneys to anticipate IRS actions in order to avoid an audit or to survive one should it occur. IRS Audit Protection and Survival Guide Attorneys helps law practices prepare for this intensified scrutiny. It explains the issues in the IRS's MSSP Audit Technique Guide for attorneys and describes specific changes in the IRS approach to examining their tax returns. Prescribing a series of audit self protection strategies and techniques for the entire profession, authors Daniel Baran, former IRS agent, Gerald Bernard, and attorney James Brown bring almost 60 years of combined experience to bear in analyzing the program's effects on key areas of taxation.      **Stand Up to the IRS**, Frederick W. Daily, Stephen Fishman, 2020-12-29 Contains strategies and insider tips to help readers deal with the IRS whether for an outstanding tax bill or audit.      Stand Up to the IRS, Stephen Fishman, 2024-01-30 Contains strategies and insider tips to help readers deal with the IRS whether for an outstanding tax bill or audit.      **Tax Management Portfolios**, 2000      **Effectively Representing Your Client Before the "new" IRS**, Jerome Borison, 2004 Written to help the practitioner address procedural problems in representing clients, includes full discussion of the relevant law, the types of information needed from the client, the IRS, and from third parties; types of questions to ask and practice tips.      *Effectively Representing Your Client Before the IRS*, 2009      *Advocating for Low Income Taxpayers*, Diana Leyden, 2009 This book is designed for a clinical program or pro bono program that assists low income taxpayers with federal income tax controversies. It draws from four main areas: lawyering skills of interviewing and counseling, ethics, federal tax practice and procedure, and federal tax litigation. Appendices with examples of documents and letters are included to provide practical material. Basic information in the four areas is presented through a combination of commentary, cases, excerpts from federal tax law and procedure, and questions for discussion. Appendices provide sample documents that compliment the topics. Unlike other law school case books, the cases have not been extensively edited because the book is meant to provide students and practitioners the opportunity to fully explore and understand the facts and holdings of the cases. Generally, footnotes in reprinted cases and other materials are numbered as in the original. The student who completes a course using this book should have a firm grounding in tax practice and procedure common to tax controversies of individual taxpayers. Practitioners who use this book will be prepared to assist low income taxpayers pro bono as part of volunteer work with a low income taxpayer clinic or bar association program. While the organization of the book is based on an ideal of how material should be presented, professors can rearrange the reading based on the topics presented in current clinic cases. Practitioners can pick

and choose the chapters applicable to their cases but should not skip the chapters on lawyering skills Future editions will add chapters on the holistic representation of low income taxpayers including social and other legal issues that may arise in legal representation tax issues of importance to immigrants and federal tax crime issues

About the Author Diana Leyden Clinical Professor University of Connecticut School of Law She joined the School of Law faculty in 1999 to create and teach the Tax Clinic one then 34 low income taxpayer clinics supported by IRS grants She holds a B A from Union College a J D from University of Connecticut School of Law and an LLM in Taxation from Georgetown University She clerked as a law clerk to Hon Herbert Chabot United States Tax Court from 1982 1984 Prior to joining the faculty of the School of Law she was in private practice specializing in transactional tax planning and tax litigation in Boston and Washington DC and worked for tax revenue departments in Massachusetts and Connecticut in the areas of corporate and state income tax She is frequent lecturer at the ABA Tax Section and served as the chair of the ABA Tax Section Low Income Taxpayer Committee and Vice Chair of the Pro Bono Committee She was the 2005 recipient of the ABA Section on Taxation Pro Bono Award She also served as ABA Tax Section liaison to the Renaissance on Idealism of Legal Profession and on the Blue Ribbon Commission to Study the Independence of the IRS Appeals Division She is frequent lecturer to Low Income Taxpayer Clinic conferences She has worked on training issues for the IRS and the National Taxpayer Advocate Service She was also a former member of the Internal Revenue Service Advisory Council and testified before the IRS Oversight Board on recommendations for improvements in customer service

**Tax This!** Scott M. Estill, 2004-11 Every Year the IRS issues more than 34 million penalty notices to individuals and small businesses What you may not know is that many of these notices are wrong If you receive one you may not have to pay it You also don t have to hire an expensive tax professional in order to challenge these penalties and stand up to the IRS

**Congressional Record** United States. Congress, 1977-04-20 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873

**Corporate Practice Series** , 2008

**Federal Taxation** Robert E. Meldman, Richard J. Sideman, 1998

**U.S. Tax Cases** Commerce Clearing House, 2000 1935 42 decisions originally reported currently in the Standard federal tax service and 1941 42 also in the Federal estate and gift tax service and 19 in the Federal excise tax reports

**Business Periodicals Index** , 1987

## Reviewing **Sample Foia Request For Irs Audit Workpapers**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Sample Foia Request For Irs Audit Workpapers**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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