

[Your Name/Entity Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Country]
[Phone Number]
[Taxpayer Identification Number / GIIN]

[Date]

Internal Revenue Service
[Department Name mentioned in inquiry]
[Address provided in the IRS notice]
[City, State, Zip Code]

RE: Response to FATCA Inquiry - Notice Number: [Notice Number]

To Whom It May Concern,

This letter is in formal response to the inquiry received from the Internal Revenue Service dated [Date of IRS Letter], regarding Foreign Account Tax Compliance Act (FATCA) reporting requirements for the tax year(s) [Year(s)].

Enclosed please find the requested documentation and information to address the specific items outlined in your correspondence. This submission includes:

- [Description of Document 1, e.g., Completed Form 8938]
- [Description of Document 2, e.g., Statement of Foreign Financial Assets]
- [Description of Document 3, e.g., Explanation of GIIN Status]

[Optional: Provide a brief narrative explaining any discrepancies or clarifying your FATCA classification].

I/We believe that the attached information fully addresses the concerns raised in your inquiry. Should you require any further clarification or additional documentation, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Under penalties of perjury, I declare that I have examined this response and the accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

Sincerely,

[Signature]

[Printed Name]
[Title/Capacity]