

“IRS Private Debt Collection Opt-Out Sample Letter”

Date

Agency Name Agency Address City, State ZIP

Taxpayer Name: John Jones

Taxpayer SSN: *** _ ** _XXXX

Dear Agency Name,

I am in receipt of IRS letter CP40 assigning my account to your agency for collection actions. I am enclosing a copy for reference and am copying the IRS office that issued this letter on this correspondence.

Pursuant to the Fair Debt Collection Practices Act, I am instructing you to return my account to the Internal Revenue Service resolution. I will contact the IRS Collections division to pursue a resolution to this matter.

Please provide a written acknowledgment of receipt of this request confirming that my account is being returned to the IRS for resolution.

I am further requesting you immediately cease all attempts to contact me pursuant to the Fair Debt Collection Practices Act, except for the written acknowledgment that the account is being returned to the IRS.

Sincerely,

Taxpayer Name