



State of California
Franchise Tax Board

P O Box 1673
Sacramento CA 95812-1673

ftb.ca.gov

Date:
Case:
Case Unit:
In reply refer to:

Regarding: California Income Tax Examination
Account Number:
Taxpayer's Name:
Taxable Year(s):

We are examining your California personal income tax return for the year(s) listed above. In order to complete our examination, please provide the following:

Please provide the requested information by To ensure proper handling, attach a copy of this letter to your response and send to:

Franchise Tax Board
Attn: XXXX
PO BOX XXXX
Sacramento CA XXXX

You may choose to represent yourself, or authorize someone to represent you during this examination. If the person to contact is someone other than you, a valid signed Power of Attorney must be on file with the Franchise Tax Board. For FTB 3520 Power of Attorney, go to ftb.ca.gov/forms or call me at the number listed below.

If you complete a Power of Attorney form, send it to the address listed above with your response.

We prefer to represent ourselves. Please contact us at the telephone number and time indicated below:

Phone Number: _____ Time: _____

Please contact the representative(s) identified on the enclosed form FTB 3520.

Account Number: **Error! Reference source not found.**
Case Unit: **Error! Reference source not found.**
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If the Internal Revenue Service has notified you of an audit or if they have completed an audit of your personal income tax returns for any tax year(s) in question, please provide a copy of their initial contact letter and/or a copy of the completed audit report, if applicable.

Thank you for your cooperation. Please call me at the telephone number listed below if you have questions regarding this matter.

Telephone:
Fax:

Enclosure: FTB 1015B Frequently Asked Questions About Your Tax Audit

If you have any questions or concerns regarding the audit process and are unable to resolve them with the auditor, you may contact either:

[XXX XXXX], Audit Supervisor[XXX.XXXX.XXXX]
[XXX XXXX], Audit Manager[XXX.XXXX.XXXX]