

[Your firm name and logo]

[Business legal name]

[Business address]

EIN: [XX-XXXXXXX]

[Date]

Internal Revenue Service

[MS 6055, Kansas City, MO 64108 / MS 6273, Ogden, UT 84201 / Cincinnati, OH 45999]

Re: Request to close business account and deactivate EIN [XX-XXXXXXX]

Dear Sir or Madam:

Request

Please close the business account of [Business legal name] and deactivate employer identification number [XX-XXXXXXX].

Reason

[The business never started operations / The business closed and was dissolved on (date) / The EIN was obtained in error / The entity was assigned a duplicate EIN; the EIN we keep is (number)].

Final returns (optional)

All required federal returns have been filed, including the final [Form 1120 / 1120-S / 1065 / Form 1040 with Schedule C] for tax year [year], and all tax owed has been paid.

Employment and information returns (optional)

Final employment tax returns for the period ended [date] were filed, and Forms W-2 and 1099-NEC for [year] were issued.

Enclosure (optional)

A copy of the EIN assignment notice is enclosed.

Contact

Please contact [name] at [phone] if you need anything further to process this request.

Sincerely,

[Name]

[Owner / President / General partner / Managing member]

Signature: _____ Date: _____