

INTERNAL REVENUE SERVICE

Western Region

Elizabeth Shwiff
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San Francisco, CA 94104-1910

Department of the Treasury

San Francisco Appeals Office
160 Spear Street, Suite 400
San Francisco, CA 94105

Person to Contact:
Diane L. Schmurr
Telephone Number:
(415) 744-9248
Refer Reply to:
AP:SF:DLS

Date: June 25, 1993

In re: Employment Tax

Dear Elizabeth:

I have prepared an audit statement and agreement forms reflecting the settlement reached during Appeals' consideration of your clients' case. If you agree with the report, please sign and return forms 3363 and 2297. The remaining copies of the agreement forms and the audit statement should be kept for your records. The settlement we reached has not yet been approved. If there is any problem regarding approval (most unlikely), I will call you.

I have not been able to talk to John Thomas or his manager. They won't be in the office until Monday. I'll let you know as soon as I'm able to talk to them. Of course, I need the signed agreement forms before I can abate the amounts shown in the report. However, I'm already working on preparation of the abatement forms.

If you have any questions regarding this case, please feel free to call me at the number shown above.

Thank you for your continuing cooperation and assistance. Your clients are lucky to have you representing them.

Sincerely yours,



Diane L. Schmurr
Appeals Officer

Enclosures:
Forms 2297 and 3393
Audit statement
Return envelope