

EIN CANCELLATION LETTER

Internal Revenue Service
Cincinnati, OH 45999

Subject: Employer Identification Number (EIN) Cancellation Request

I am writing to formally request the cancellation of the Employer Identification Number (EIN) assigned to ABC Corporation, effective [proposed cancellation date]. The details of the company are as follows:

Legal Name of Business: ABC Corporation
EIN: 12-3456789
Address: 123 Main Street
City, State, ZIP Code: Anytown, USA 12345

Please find below the reasons for the cancellation of the EIN:

Business Closure: ABC Corporation ceased its operations as of [closure date], resulting in the closure of the business.

No Employees: The company no longer has employees, and there are no plans to hire employees in the future.

Other Relevant Information: All outstanding tax obligations have been settled, and there are no pending legal matters associated with ABC Corporation.

Attached to this letter, you will find supporting documents, including a copy of the final business tax return for the fiscal year ending [date], documentation of the business closure, and a copy of the notice of the EIN assignment.

Please confirm the receipt of this letter and inform us of any additional documentation or steps required to complete the EIN cancellation process. We appreciate your prompt attention to this matter.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

John Doe
CEO, ABC Corporation
Email: john.doe@abccorp.com
Phone: (555) 123-4567