

SAMPLE CUSTOMER NOTIFICATION LETTER

(Furnish by January 31st of the year following the calendar year in which the cash is received)

[Dealership Letterhead]

[DATE]

Dear Customer:

We are required by the Internal Revenue Service to report all transactions involving more than \$10,000 in cash or cash equivalents as defined in 26 U.S.C. § 60501 and to notify customers identified in those transactions that we have filed the required report.

Pursuant to this requirement, this letter serves as notification that **[Name of Dealership]** filed Form 8300 with the IRS on **[Date]**, indicating that you gave us \$**[Amount]** in cash or cash equivalents in connection with your purchase of _____.

Sincerely,

[Your Name]

[Your Title]

[Your Business Address]

[Your Business Phone Number]