

**SAMPLE CUSTOMER NOTIFICATION LETTER**

*(Furnish by January 31<sup>st</sup> 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]**