

Follow-Up on Tax Deduction Audit

From: [Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

Date: [Current Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the recent audit regarding my tax deductions for the year [Year]. I appreciate the thorough review conducted and would like to clarify a few points that were discussed during our last communication.

Specifically, I would like to address [mention any specific concerns or questions]. Your insights on this matter would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]