

Response to Tax Audit Inquiry

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to Tax Audit Inquiry for [Corporation Name] - [Tax Year]

We are writing in response to your inquiry dated [Insert Inquiry Date] regarding the tax audit of [Corporation Name] for the tax year ending [Insert Year]. We appreciate the opportunity to clarify the information you requested.

In accordance with your request, we have enclosed the following documents:

- Copy of the corporate tax return for the year [Insert Year]
- Financial statements for the year ending [Insert Year]
- Supporting documents related to [specific items requested, e.g., deductions, credits]

Furthermore, we confirm that [Corporation Name] has complied with all applicable tax laws and regulations during the audit period. We are committed to cooperating fully throughout this process and providing any additional information you may require.

Should you have any further questions or require additional documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Corporation Name]

[Corporation Address]

[City, State, Zip Code]