

# Response to Tax Audit Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[IRS/Tax Authority Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Response to Tax Audit Inquiry for [Estate/Trust Name], EIN: [EIN Number]

I am writing in response to your inquiry dated [Insert Date of Inquiry] regarding the recent audit of the above-referenced estate/trust for the tax year ending [Insert Tax Year]. We appreciate your communication and the opportunity to clarify any questions related to our financial records.

In reference to your specific inquiries:

1. **[Inquiry #1]** - [Your response]
2. **[Inquiry #2]** - [Your response]
3. **[Inquiry #3]** - [Your response]

Attached you will find the supporting documentation that corresponds to the inquiries listed above, including but not limited to:

- [Document 1]
- [Document 2]
- [Document 3]

We are committed to ensuring compliance with all applicable tax laws and regulations, and we hope that this information will clarify any misunderstandings regarding the estate/trust's tax filings. If you require any further information or clarification, 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]

[Your Firm/Organization Name, if applicable]