

Tax Audit Inquiry Response

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Tax Authority Name

Tax Authority Address

City, State, Zip Code

Subject: Response to Tax Audit Inquiry for [Tax Year]

Dear [Tax Authority Contact Name],

Thank you for your letter dated [Date of Inquiry Letter], regarding the tax audit for the year [Tax Year]. I appreciate your communication and would like to address the inquiries related to my freelance work.

As a freelancer, my income was generated primarily from [briefly describe your services, e.g., web design, writing, etc.]. I have attached the necessary documentation for your review, including:

- Invoices issued to clients
- Bank statements reflecting payments received
- Expense receipts related to my freelance activities

Please find the requested documents attached for your review. I trust that these materials will assist in clarifying any questions you may have regarding my reported income.

If you require further information or additional documentation, feel free to contact me at the provided phone number or email address.

Thank you for your attention to this matter. I look forward to resolving this inquiry promptly.

Sincerely,

[Your Name]