

Response to Tax Audit Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Subject: Response to Inquiry Regarding Tax Audit

Dear [Tax Authority's Name or Sir/Madam],

Reference: Tax File Number: [Insert Tax File Number]

Thank you for your correspondence dated [Insert Date], regarding the ongoing tax audit of my individual tax return for the year [Insert Year]. I appreciate the opportunity to respond to your inquiries.

Please find attached the requested documentation that supports my tax return claims, including:

- Income statements
- Deductions and credits claimed
- Receipts and invoices pertaining to expenses
- Any additional relevant documents

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I look forward to resolving this matter promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]