

Response to Tax Audit Inquiry

[Date]

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Auditor's Name]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are writing in response to your inquiry dated [Inquiry Date] regarding the tax audit for [Nonprofit Organization Name] for the fiscal year [Fiscal Year]. We appreciate the opportunity to clarify our records and to provide the necessary documentation.

Attached to this letter, you will find:

- The organization's financial statements for the fiscal year.
- A detailed list of all revenue sources.
- Documentation supporting our expenses.
- Minutes from our Board meetings.
- Evidence of compliance with applicable tax-exempt requirements.

If you require any further documentation or have additional questions, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]