

Response to Tax Audit Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Partnership Firm Name]

[Partnership Firm Address]

To,

[Recipient's Name]

[Recipient's Position]

[Tax Authority Name]

[Tax Authority Address]

Subject: Response to Tax Audit Inquiry for Partnership Firm

Dear [Recipient's Name],

We are writing in response to your inquiry dated [Insert Inquiry Date] regarding the tax audit for the partnership firm, [Partnership Firm Name], for the assessment year [Insert Assessment Year]. We appreciate your effort in ensuring compliance and would like to address the points raised in your correspondence.

1. ****Inquiry Point 1:**** [Describe the specific point raised in the inquiry and your explanation or documentation provided.]
2. ****Inquiry Point 2:**** [Describe the specific point raised in the inquiry and your explanation or documentation provided.]
3. ****Inquiry Point 3:**** [Describe the specific point raised in the inquiry and your explanation or documentation provided.]

We have attached relevant documents to support our responses, including [list documents, if necessary]. We trust that the information provided will assist in the resolution of this matter.

If you require any further information or clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Partnership Firm Name]