

# Response to Tax Audit Inquiry

Date: [Insert Date]

Tax Authority Name

Tax Authority Address

City, State, Zip Code

Dear [Tax Authority Representative's Name],

Subject: Response to Notice of Tax Audit - [Your Business Name]

We acknowledge receipt of your notice dated [Insert Date of Notice] regarding the upcoming tax audit of our business, [Your Business Name], for the fiscal year ending [Insert Year]. We appreciate the opportunity to address your inquiries and provide the necessary documentation.

In response to your request, we have compiled the following documents:

- Bank statements for the fiscal year
- Sales and expense records
- Payroll records
- Copy of our tax returns
- Other supporting documents as requested

All documents are attached for your review. We are committed to ensuring compliance and have kept accurate records throughout the year.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you need any further information. We look forward to your response and hope to resolve this matter promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

City, State, Zip Code