

# Response to Tax Audit Inquiry

Date: [Insert Date]

To: [Insert Auditor's Name]

Tax Authority: [Insert Tax Authority Name]

Address: [Insert Address]

Dear [Insert Auditor's Name],

Subject: Response to Tax Audit Inquiry for [Your Business Name / Sole Proprietor]

Thank you for your recent communication regarding the audit of my tax returns for the year ended [Insert Year]. I appreciate the opportunity to provide the necessary information and clarify any inquiries you may have.

I have attached the requested documents, including:

- Tax returns for the year [Insert Year]
- Bank statements for [Insert Year]
- Invoices and receipts related to my business operations
- Any additional documents pertinent to your inquiry

Should you need further information or clarification on any of the enclosed documents, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

I look forward to resolving this matter promptly.

Sincerely,

[Your Name]

[Your Business Name]

Address: [Insert Your Address]

Tax Identification Number: [Insert Your TIN]