

Government Audit Request for Tax-Exempt Entities

Date: [Insert Date]

[Recipient Name]

[Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that the [Government Agency Name] will be conducting an audit of your organization, [Organization Name], for the tax year ending [Insert Year]. This audit is part of our ongoing effort to ensure compliance with federal tax laws and regulations governing tax-exempt entities.

As part of this audit, we request your cooperation in providing the following documents and information:

- Copy of your organization's articles of incorporation and bylaws
- Most recent IRS Form 990
- Financial statements for the past three fiscal years
- Details regarding your organization's programs and activities
- List of governing board members and their roles
- Any additional documentation relevant to your tax-exempt status

Please submit the requested materials to our office by [Insert Deadline Date]. If you have any questions or require further clarification, do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Government Agency Name]

[Contact Information]