

Transfer Pricing Compliance Request

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Transfer Pricing Compliance Documentation

We are in the process of ensuring compliance with transfer pricing regulations applicable to our business operations. To this end, we kindly request the following documentation and information pertaining to our intercompany transactions for the fiscal year ending [Insert Year]:

- **Description of the intercompany transaction(s):** Please provide details regarding the nature and purpose of the transactions.
- **Transfer Pricing Methodology:** A detailed explanation of the methodology used to determine the arm's length range.
- **Financial Statements:** Relevant financial statements for the entities involved in the transactions.
- **Comparable Data:** Any comparable uncontrolled transaction data utilized in the pricing analysis.

Please submit the requested information by [Insert Deadline Date] to facilitate our compliance review. If you have any questions or need further clarifications, do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]