

Insurance Tax Deduction Documentation Request

Date: [Insert Date]

[Auditor's Name]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are currently in the process of finalizing our financial records for the fiscal year ending [Insert Year] and require your assistance with specific documentation related to insurance tax deductions.

To ensure a comprehensive audit, we kindly request the following documents:

- Proof of insurance premiums paid
- Documentation of claims submitted
- Any relevant correspondence with the insurance provider

We appreciate your cooperation in providing these documents by [Insert Deadline]. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]