

# Tax Audit Results Notification

Date: [Insert Date]

[Business Name]

[Business Address]

[City, State, ZIP Code]

Dear [Business Owner's Name],

We are writing to inform you of the results of the recent tax audit conducted for your business for the fiscal year [Insert Year]. The audit was carried out in accordance with our standard procedures and applicable tax regulations.

## Audit Findings

1. Total revenue reported: \$[Insert Amount]
2. Total expenses reported: \$[Insert Amount]
3. Adjusted taxable income: \$[Insert Amount]
4. Tax liability calculated: \$[Insert Amount]
5. Refund/amount due: \$[Insert Amount]

## Next Steps

Please review the attached audit report for detailed findings and recommendations. If you have any questions or require further clarification, do not hesitate to contact us by [Insert Contact Information].

Thank you for your cooperation during the audit process.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]