

Tax Audit Results Notification

Date: [Insert Date]

To: [Sole Proprietor Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Sole Proprietor Name],

This letter is to inform you of the results of the recent tax audit conducted for your business operating under the name [Business Name]. The audit was performed for the tax year [Insert Year].

Upon review, we found the following:

- Income reported: [Insert Amount]
- Deductions claimed: [Insert Amount]
- Adjustments made: [Insert Amount]

As a result, your final tax liability is now assessed at [Insert Amount]. Enclosed is the detailed audit report for your records.

If you have any questions regarding this audit or the results, you may contact our office at [Insert Contact Information].

Thank you for your cooperation during the audit process.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]

[Contact Information]