

Response to Tax Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Name],

Subject: Response to Tax Inquiry - [Your Tax Identification Number]

Thank you for your letter dated [Insert Date of Inquiry]. I appreciate the opportunity to address the questions regarding my tax filings for the year [Insert Tax Year].

In response to your inquiry:

- **Question 1:** [Insert question]
Response: [Your detailed response]
- **Question 2:** [Insert question]
Response: [Your detailed response]
- **Question 3:** [Insert question]
Response: [Your detailed response]

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Title/Business Name (if applicable)]