

# **Subject: Announcement of Tax Fraud Evaluation**

Dear [Recipient's Name],

We would like to inform you that an evaluation regarding potential tax fraud is currently underway. This evaluation is part of our ongoing commitment to uphold the integrity of our financial practices and ensure compliance with all applicable tax regulations.

As we conduct this evaluation, we may need to gather additional information and documentation from [specific individuals or departments]. Your cooperation is essential in this matter, and we appreciate your assistance in providing any necessary records promptly.

We understand that this may raise concerns, and we want to assure you that this evaluation is a standard procedure. Our goal is to maintain transparency and uphold ethical standards within our organization.

If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

Thank you for your attention and cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]