

Follow-Up Letter on Tax Compliance Audit

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on the recent tax compliance audit conducted on [Insert Date or Period of Audit], where we reviewed the financial records and compliance measures of [Recipient's Company].

As discussed during the audit, we identified several areas that require further clarification and additional documentation. It is essential to resolve these matters to ensure that all tax obligations are met accurately.

We kindly request that you provide the necessary information by [Insert Due Date] to facilitate the completion of our audit process. If you have any questions or need further assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company]