

Request for Non-Filing Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a non-filing confirmation for [specific tax year or period] for audit purposes. As part of our audit process, we require documentation confirming that no tax return was filed on behalf of [Your Company/Name].

This information is crucial for our records and will assist in ensuring compliance with regulatory requirements. We appreciate your timely attention to this matter and request that the confirmation be sent to the address listed above or via email to [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]