

Offshore Tax Compliance Request for Documentation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. As part of our compliance with the offshore tax regulations, we are currently conducting a review of our records and documentation. To ensure that we remain in full compliance with all applicable laws and regulations, we kindly request your assistance in providing the following documentation:

- [Specify Document 1]
- [Specify Document 2]
- [Specify Document 3]

Please provide the requested documents by [Insert Deadline]. If you have any questions or require further clarification regarding this request, do not hesitate to reach out to us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]