

Adoption Tax Credit Audit Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Adoption Tax Credit Audit Notice

Dear [Recipient Name],

This letter serves as a formal notice that your claim for the Adoption Tax Credit for the tax year [Insert Year] is under audit. Our records indicate that additional information is required to substantiate your claim.

Please provide the following documentation:

- Adoption decree or finalization documents
- Proof of adoption expenses incurred
- Any relevant adoption-related receipts

We request that you submit the requested documentation by [Insert Deadline]. Failure to do so may result in a denial of the tax credit.

If you have any questions or need assistance, please contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]