

# Tax Audit Evidence Gathering Letter

Date: [Insert Date]

[Nonprofit Organization Name]

[Address]

[City, State, Zip Code]

To Whom It May Concern,

We are currently undergoing a tax audit as required by the Internal Revenue Service. As part of this process, we kindly request your assistance in providing the necessary documentation to support our financial records and compliance as a nonprofit organization.

Specifically, we ask that you gather and submit the following evidence:

- Copies of all donation receipts issued during the [Fiscal Year].
- Bank statements for all accounts held by the organization for the same period.
- Annual financial statements (including income and expense reports).
- Documentation of any grants received, including agreements and fund usage reports.
- Minutes from board meetings held during the audit period.

Please compile this information and send it to us by [Insert Deadline Date]. Your cooperation is essential in ensuring a smooth and efficient audit process.

Thank you for your attention to this matter. If you have any questions or need further clarification, do not hesitate to reach out to us at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]