

Tax Audit Preparation Guide

Date: [Insert Date]

To: [Small Business Owner's Name]

From: [Your Name/Your Company]

Subject: Preparation Guide for Your Upcoming Tax Audit

Dear [Small Business Owner's Name],

As you prepare for your upcoming tax audit, we have compiled a guide that will assist you in ensuring that all necessary documentation and information are readily available.

1. Gather Financial Documents

- Income statements
- Balance sheets
- Cash flow statements

2. Review Tax Returns

Make sure you have copies of all tax returns filed for the years under audit.

3. Organize Receipts and Invoices

Keep all relevant receipts and invoices for deductions claimed.

4. Prepare a List of Assets

Document all business assets and their depreciation schedules.

5. Schedule a Meeting

Contact us to schedule a meeting to discuss any questions or concerns.

Being organized will help ensure a smooth audit process. If you have any further questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]