

Tax Records Request for Corporate Audit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are currently conducting an audit of our company's financial records and require access to specific tax documents for the fiscal year [Insert Year]. As part of this process, we kindly request the following tax records:

- [Specify Document 1, e.g., Federal Tax Return]
- [Specify Document 2, e.g., State Tax Return]
- [Specify Document 3, e.g., Payroll Tax Records]
- [Add additional documents as necessary]

Please provide these documents by [Insert Deadline] to ensure the timely completion of our audit. You can send them via email to [Your Email] or by mail to the address listed above.

Thank you for your cooperation and assistance in this matter. If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]