

Clarification Request for Tax Compliance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request clarification regarding our tax compliance for the fiscal year [insert year]. It has come to our attention that there may be discrepancies in our reported figures that we would like to resolve promptly.

Specifically, we would appreciate your guidance on the following matters:

- Clarification on the treatment of [specific item or income]
- Understanding the implications of [specific tax regulation or guideline]
- Any documentation or records you require from our side

We are committed to ensuring complete compliance and look forward to your assistance in addressing these concerns. Please let us know a convenient time for us to discuss this matter further or if you require any additional information.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]