

Audit Notification

Dear [Recipient's Name],

We are writing to inform you that your company, [Company Name], has been selected for a retail tax compliance certification audit. This audit will help ensure that all retail sales are accurately reported and that sales tax obligations are being met in accordance with applicable laws and regulations.

The audit is scheduled to take place on [Date] at [Location]. We expect you to provide the necessary documents, including:

- Sales tax returns for the past [number] years
- Sales records
- Inventory records
- Any other relevant documents requested by the audit team

Please confirm your availability for the scheduled date or suggest an alternative if needed. We believe that this audit will help strengthen our mutual commitment to compliance and transparency.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Date]