

Premium Tax Audit Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm that a premium tax audit will be conducted for the period of [Insert Audit Period] for [Insert Company Name]. The audit is scheduled to take place on [Insert Date] at [Insert Location].

Please have the following documents prepared and available for the audit:

- [Document 1]
- [Document 2]
- [Document 3]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]