

Audit Evidence Request for Tax Documentation Verification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

As part of our ongoing audit for the fiscal year ending [Insert Year], we are conducting a verification of tax documentation to ensure compliance and accuracy in reporting. To facilitate this process, we kindly request the following documentation:

- Copies of filed tax returns for the years [list years].
- Correspondence with tax authorities regarding any audits or disputes.
- Supporting documentation for deductions claimed, including receipts and invoices.
- Any relevant schedules or statements related to tax liabilities.

We would appreciate it if you could provide these documents by [Insert Deadline] to help us complete our review in a timely manner. If you have any questions or need further clarification regarding this request, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]