

# Tax Audit Announcement

Date: [Insert Date]

To: [Taxpayer's Name]

Address: [Taxpayer's Address]

Dear [Taxpayer's Name],

We are writing to inform you that the [Tax Authority Name] has scheduled a tax audit for your tax returns for the year(s) [Insert Year(s)]. This audit is a routine procedure aimed at ensuring compliance with tax regulations.

The audit has been scheduled for [Insert Date] at [Insert Time]. It will take place at [Insert Location]. Please bring all relevant documents, including your tax returns, supporting documents, and any other pertinent information related to your financial records.

If you have any questions or need to reschedule, please contact us at [Insert Contact Information].

We appreciate your cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Tax Authority Name]