

# Tax Audit Clarification Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your tax return for the year [Insert Year] is currently under audit. As part of our review process, we require additional information to clarify certain items reported on your return.

Please provide us with the following information:

- [List specific documents or information needed]
- [List any additional documents or information needed]

We request that the above information be submitted by [Insert Deadline Date]. Failure to provide the requested documents may result in a delay in the audit process or adjustments to your tax liability.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]