

Tax Audit Closure Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the closure of the tax audit conducted for the fiscal year [Insert Year]. After a thorough review of our financial records and relevant documentation, we have addressed all inquiries raised during the audit process.

We appreciate the professionalism and thoroughness exhibited by your team throughout this audit. We are pleased to inform you that no further actions are required at this time. Should you have any additional questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]