

Tax Audit Notification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Subject: Notification of Tax Audit

Dear [Recipient Name],

We are writing to inform you that your business is scheduled for a tax audit. The audit will cover the period from [start date] to [end date]. We kindly request your cooperation in providing the necessary documentation and information required for this audit.

The auditor will be contacting you shortly to arrange a suitable time for the audit. In the meantime, please gather the following documents:

- Financial statements
- Tax returns for the audited period
- Transaction records
- Correspondence with tax authorities

If you have any questions or need further clarification, please feel free to contact us at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]