

Tax Audit Findings Summary

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Company]

Subject: Summary of Tax Audit Findings

Overview

This letter summarizes the findings of the recent tax audit conducted for the fiscal year [Insert Year]. The purpose of the audit was to ensure compliance with federal and state tax regulations.

Findings

- **Finding 1:** [Description of Finding 1]
- **Finding 2:** [Description of Finding 2]
- **Finding 3:** [Description of Finding 3]

Recommendations

Based on the findings, the following recommendations are suggested:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

We appreciate your cooperation during the audit process. If you have any questions or require further clarification, please feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]