

Tax Audit Follow-Up Request

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the recent tax audit conducted for the fiscal year [Fiscal Year] regarding my accounts. It has been [time since the audit] since our last correspondence, and I would like to inquire about the current status of the audit process and any additional information that may be required from my side.

Understanding the importance of this audit, I am eager to ensure that all necessary documentation is provided and any outstanding queries are addressed promptly. If there have been any findings or if there is a timeline for completion, I would greatly appreciate it if you could share those details with me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]