

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

[Auditor's Name]  
[Tax Authority Name]  
[Address]  
[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Response to Tax Audit Inquiry - [Your Tax Identification Number or Relevant Reference]

Thank you for your inquiry dated [Inquiry Date] regarding the audit of my tax filings for the year [Tax Year]. I appreciate the opportunity to respond.

In response to your request, I have prepared the following information:

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

Attached to this letter are copies of the documents requested. Please let me know if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]