

# Tax Audit Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Documentation for Tax Audit

We are currently in the process of conducting a tax audit for the tax year [Insert Year] and require specific documentation to ensure compliance with the IRS regulations.

Please provide the following documents:

- [List Document 1]
- [List Document 2]
- [List Document 3]
- [List Document 4]
- [List Document 5]

We kindly ask that you provide the requested information by [Insert Deadline]. Your cooperation is greatly appreciated, and it will assist in expediting the audit process.

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]