

Audit Inquiry Regarding Tax Compliance

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are currently conducting an audit of [Company/Organization Name] for the fiscal year ended [Insert Date]. As part of this process, we would like to inquire about your compliance with applicable tax regulations.

Specifically, we request documentation and information regarding the following:

- Tax returns filed for the years [insert years]
- Any correspondence with tax authorities
- Detail of tax-related payments made during the audit period
- Any pending tax disputes or assessments

We appreciate your cooperation in providing the requested information by [insert deadline date] to facilitate a smooth audit process.

Thank you for your attention to this matter. Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]