

Corporate Tax Compliance Audit Notification

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to notify you that your company is scheduled for a corporate tax compliance audit for the fiscal year [Insert Year]. This audit is part of our routine procedures to ensure compliance with applicable tax regulations and policies.

The audit will take place on [Insert Audit Date] at [Insert Location]. During the audit, we will review your company's financial records, tax returns, and related documentation to ensure accuracy and compliance.

Please ensure that the following documents are prepared and accessible for our team:

- Financial statements for the fiscal year
- Tax returns and supporting documents
- Payroll records
- Any additional relevant documentation

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your cooperation in this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]