

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

## **Subject: Clarification of Business Tax Liability**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the tax liabilities associated with my business, [Your Company Name], for the fiscal year [Specify Year].

Upon reviewing our financial statements and tax documentation, I noticed some discrepancies that require further elucidation. Specifically, I am looking to understand:

- Details on [specific tax liability or issue]
- Clarification on any changes to tax regulations that may affect our filings
- Guidance on how to rectify any outstanding issues

It is important for our company to ensure compliance and to understand any potential implications of our tax standing. I would appreciate any documentation or resources you can provide to assist us in this matter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]