

Business Tax Liability Review

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of our upcoming review of your business's tax liabilities for the fiscal year [Insert Year]. This review is part of our commitment to ensuring compliance with all relevant tax laws and regulations.

Our team will be examining the following key areas:

- Income Reporting
- Deductions and Credits
- Sales Tax Compliance
- Payroll Tax Obligations

Please have the necessary documentation prepared, including but not limited to:

- Financial Statements
- Bank Statements

- Tax Returns from Previous Years
- Invoices and Receipts

We appreciate your cooperation and look forward to assisting you throughout this process. Please contact us at your earliest convenience to schedule a meeting to discuss this review in detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]