

Excise Tax Return Request for Additional Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request additional information regarding my excise tax return submitted for the period ending [Insert Period End Date]. The reference number for the return is [Insert Reference Number].

We have received notification that our submission requires further clarification concerning [insert specific details or issues mentioned in the notification]. In order to comply and resolve this matter efficiently, we kindly ask for your guidance on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

We appreciate your assistance in this matter and look forward to your prompt response so that we may ensure compliance with all excise tax requirements.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]