

# Tax Audit Inquiry Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that our office will be conducting a tax audit inquiry regarding your account for the tax year [Insert Year]. This inquiry is part of our routine review process to ensure compliance with tax regulations.

Please be prepared to provide the following documentation:

- [List the required documents]
- [List the required documents]
- [List the required documents]

We appreciate your cooperation in this matter. Our auditors may contact you to schedule a convenient time for this inquiry, or you may reach out to our office at [Insert Phone Number] or [Insert Email Address] for any questions.

Thank you in advance for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]