

Franchise Tax Return Audit Response

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Auditor's Name]

[Auditing Agency Name]

[Auditor's Address]

[City, State, Zip Code]

Subject: Response to Franchise Tax Return Audit for [Tax Year]

Dear [Auditor's Name],

We are writing in response to your notice dated [Insert Date of Notice] regarding the audit of our Franchise Tax Return for the tax year [Insert Tax Year]. We appreciate the opportunity to clarify and provide additional information concerning our filed return.

Summary of Findings

Based on your preliminary findings, we acknowledge your inquiries regarding [insert specific issues or concerns]. We would like to provide the following clarifications:

Supporting Documentation

Enclosed, please find the following documents that support our response:

- [Document 1]
- [Document 2]
- [Document 3]

Conclusion

We hope this response provides the necessary clarification related to our Franchise Tax Return. We are committed to complying with all tax laws and appreciate your diligence in this matter.

Should you require further information or additional documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]