

Voluntary Tax Disclosure Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Voluntary Disclosure of Tax Information

We, [Your Company's Name], a corporation organized under the laws of [State/Country], are writing to provide this voluntary disclosure regarding our tax-related matters for the fiscal year [insert fiscal year].

During our internal review process, we identified certain transactions that may require clarification and possible adjustments in our tax filings. We are committed to maintaining compliance with all tax regulations and ensuring transparency in our financial practices.

The specifics of the disclosure are as follows:

- Transaction Type: [Describe Transaction]
- Amount Involved: [Insert Amount]
- Concerned Tax Period: [Insert Tax Year/Quarter]
- Details of the Disclosure: [Provide Detailed Explanation]

We are prepared to provide any further documentation or information necessary to assist in the resolution of this matter. Please let us know if there are specific steps you would like us to follow.

We appreciate your attention to this matter and look forward to your guidance on the next steps we should take.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]