Tax Compliance Confirmation

Date: [Insert Date]
To: [Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
Dear [Recipient's Name],
Subject: Tax Compliance Confirmation Regarding Merger and Acquisition
We are writing to confirm the tax compliance status of [Company Name] in connection with the proposed merger and acquisition transaction with [Acquiring Company Name]. This letter serves to provide assurance regarding our adherence to all relevant tax regulations and obligations.
As of the date of this letter, we confirm that:
 All tax returns have been filed and are up to date. All taxes due have been paid in full. There are no outstanding tax audits or disputes. Our tax positions have been documented and are compliant with applicable tax laws.
Please let us know if you require any additional information or documentation in regard to our tax compliance status.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]