

# Permanent Establishment Tax Audit Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

[Recipient's City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notification of Permanent Establishment Tax Audit

We are writing to inform you that the [Tax Authority Name] has initiated a tax audit regarding your permanent establishment activities for the period of [Insert Period]. This audit aims to ensure compliance with applicable tax laws and regulations.

Please be advised that our auditors will be reaching out to you to schedule an appointment. They may request certain documentation and information related to your operations. We ask for your full cooperation during this process.

Should you have any questions or require further clarification, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]