

Tax Audit Compliance Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the receipt of the notice regarding the tax audit scheduled for [Insert Date of Audit]. We understand the importance of compliance with the audit process and are committed to providing all necessary documentation and information required for review.

Please find attached the initial documentation we have prepared in response to the audit request. We will ensure that all relevant financial records, tax returns, and supporting documents are available for the auditors' examination.

If there are any specific requirements or additional information needed, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to a smooth audit process.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]