

Tax Audit Documentation Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are in the process of conducting the tax audit for the period ended [Insert Date]. In accordance with our audit procedures, we kindly request the following documentation:

- [List of required documents 1]
- [List of required documents 2]
- [List of required documents 3]

We would appreciate it if you could provide these documents by [Insert Deadline]. If you have any questions or need further clarification regarding this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]