

# Tax Audit Inquiry Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Response to Tax Audit Inquiry - [Tax Year]

Dear [Tax Authority Contact Name],

Thank you for your letter dated [Insert Date], regarding the tax audit for the year [Insert Year]. I appreciate the opportunity to respond to your inquiry.

In reference to your request for information, please find attached the following documents:

- [List of Documents]
- [List of Documents]
- [List of Documents]

Should you require any further information or clarification on the documents provided, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]