

Tax Audit Results Communication

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of the results of the recent tax audit conducted for the period [Insert Period]. The audit was carried out in accordance with [Insert Relevant Policies/Regulations].

The following key findings were observed:

- Finding 1: [Description of Finding 1]
- Finding 2: [Description of Finding 2]
- Finding 3: [Description of Finding 3]

Based on these findings, the following actions are required:

1. Action 1: [Description of Action 1]
2. Action 2: [Description of Action 2]

We appreciate your cooperation during the audit process. If you have any questions regarding the results or the actions required, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]