

Notification of Independent Debt Audit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that an independent audit of your tax liabilities will be conducted. This audit aims to review and verify the outstanding debts associated with your tax obligations.

The audit is scheduled to take place on [insert date], and we kindly ask that you prepare the necessary documentation including but not limited to:

- Tax Returns for the last [number] years
- Records of Income and Expenses
- Any Correspondence Related to Tax Liabilities

Your cooperation is essential to ensure a smooth and efficient audit process. Should you have any questions or need further clarification regarding the audit, please feel free to contact us at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.
Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]