

# Tax Audit Documentation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request documentation in connection with the tax audit for the fiscal year ending [Insert Year]. As part of our audit process, we require the following documents:

- [Document Type 1]
- [Document Type 2]
- [Document Type 3]
- [And so on...]

We ask that you provide these documents by [Insert Deadline] to facilitate a timely audit process. Should you have any questions or require further clarification regarding our request, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]