

Tax Audit Documentation Clarification Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Auditor's Name]

[Auditor's Position]

[Tax Agency Name]

[Tax Agency Address]

[City, State, Zip Code]

Dear [Auditor's Name],

I am writing to formally request clarification regarding specific documentation related to the ongoing tax audit for the period ending [Insert Date]. We are committed to providing all necessary information and ensuring compliance with your requirements.

We would appreciate your guidance on the following points:

- [Specific Document or Information Needed]
- [Another Document or Information Needed]
- [Further Clarification Needed]

Our aim is to facilitate this audit process, and we want to make sure that all the provided documentation is in accordance with your expectations. Please let us know a convenient time for a discussion or any further information you may require.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]