

Tax Audit Documentation Completion Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

To: [Auditor's Name]

[Auditor's Title]

[Auditor's Company Name]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are writing to confirm the completion of the documentation required for the tax audit pertaining to the fiscal year [Insert Year]. All requested documents have been compiled and submitted as per the audit schedule.

The following documents were included in our submission:

- [Document 1]
- [Document 2]
- [Document 3]
- [Additional Documents]

Please let us know if you require any further information or additional documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]