

Tax Audit Documentation Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry for Documentation Related to Tax Audit

We are currently conducting a tax audit for the period of [Insert Period] and require your assistance in providing the necessary documentation to facilitate this process. Specifically, we would appreciate if you could provide the following:

- [List required documentation 1]
- [List required documentation 2]
- [List required documentation 3]

Please provide the requested information by [Insert Deadline]. If you have any questions or need further clarification, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]