

# Sales Tax Audit Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the owner of [Your Business Name], located at [Your Business Address], hereby authorize [Authorized Representative's Name], of [Authorized Representative's Company Name], to represent me in the sales tax audit conducted by the [Tax Authority Name].

This authorization grants [Authorized Representative's Name] the authority to access all relevant documents and provide any necessary information related to the sales tax audit for the periods of [Specify Time Periods].

Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]