

# Sales Tax Audit Clarification Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Department]

[Recipient Company/Agency Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the recent sales tax audit conducted on [Insert Audit Period]. We appreciate the opportunity to ensure our compliance with state regulations and would like to address a few points that require further explanation.

Specifically, we would like to clarify:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

Your guidance on these matters would be greatly appreciated, as it will help us better understand our obligations and maintain compliance moving forward. If necessary, we are more than willing to arrange a call or meeting to discuss this further.

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

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Your Position]

[Your Company Name]