

Sales Tax Audit Compliance Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Audit Department/Tax Authority Name]

[Audit Department/Tax Authority Address]

[City, State, Zip Code]

Subject: Confirmation of Sales Tax Audit Compliance

Dear [Audit Department/Tax Authority],

We hereby confirm that our sales tax records for the period of [insert period] are accurate and comply with all applicable sales tax laws and regulations. We have maintained all necessary documentation to support our sales tax filings and are prepared to provide any additional information required for your audit.

If you have any questions or need 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 Name]

[Your Title]

[Your Company Name]