

Sales Tax Audit Conclusion Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name / Your Company]

Subject: Conclusion of Sales Tax Audit

Dear [Recipient Name],

We have completed the sales tax audit for [Audit Period] for [Company Name]. Our examination included a thorough review of sales records, tax returns, and related documentation.

Audit Findings

- Total Sales Reported: \$[Amount]
- Total Sales Tax Collected: \$[Amount]
- Total Tax Liability: \$[Amount]
- Underreported Sales: \$[Amount]

Recommendations

Based on our findings, we recommend the following actions:

- Review sales reporting procedures.
- Implement staff training on tax compliance.
- Consider consulting a tax professional for further guidance.

We appreciate your cooperation during this audit process. If you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]