

Sales Tax Audit Findings Acknowledgment

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the findings from the recent sales tax audit conducted for the period of [Insert Audit Period]. We appreciate the thoroughness of the review and the feedback provided regarding our sales tax practices.

Upon reviewing the findings outlined in your report dated [Insert Report Date], we understand the following key points:

- [Finding 1]
- [Finding 2]
- [Finding 3]

We are committed to addressing these findings and will take the necessary steps to ensure compliance moving forward. Specifically, we plan to implement the following actions:

- [Action Plan 1]
- [Action Plan 2]
- [Action Plan 3]

Thank you for your cooperation and understanding during this process. If you have any further concerns or need additional information, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]