

# Sales Tax Audit Document Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request documentation related to our sales tax audit for the period of [Insert Period]. As part of this audit process, we require the following documents:

- [Document 1]
- [Document 2]
- [Document 3]
- [Document 4]

We would appreciate it if you could send these documents to us by [Insert Due Date] to ensure a smooth audit process. Should you have any questions or require additional information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]