

Tax Compliance Audit Notification

Date: [Insert Date]

[Nonprofit Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that our organization, [Auditing Agency Name], will be conducting a tax compliance audit of [Nonprofit Foundation Name] for the fiscal year ending [Fiscal Year End Date]. This audit is part of our routine compliance checks to ensure adherence to the IRS regulations governing nonprofit organizations.

The audit will take place on [Insert Audit Date], and we kindly request your cooperation during this process. Our auditors will require access to the following documents:

- IRS Form 990 for the fiscal year
- Financial statements and records
- Board meeting minutes
- Contribution records and donor information
- Any additional documents related to compliance with tax-exempt status

If you have any questions or need further clarification regarding the audit process, please do not hesitate to contact us at [Contact Information]. We appreciate your cooperation and commitment to maintaining compliance with tax regulations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Auditing Agency Name]

[Contact Information]