

# Business Tax Compliance Verification Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a verification of tax compliance for [Your Company Name]. As part of our commitment to maintaining compliance with all local, state, and federal tax regulations, we would appreciate your assistance in confirming that our tax filings are up to date.

Please let us know if there are any outstanding issues or if additional documentation is required. Your prompt attention to this matter would be greatly appreciated as it is crucial for our ongoing business operations.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]