

# Business Tax Filing Assurance Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

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

Dear [Recipient Name],

Subject: Assurance of Timely Tax Filing

We are writing to assure you that [Your Company Name] is committed to complying with all applicable tax obligations. We understand the importance of timely and accurate tax filings.

To this end, we have implemented robust policies and procedures to ensure that all necessary documentation is prepared and submitted within the required deadlines. Our team regularly reviews tax regulations and maintains open communication with our tax advisors to stay updated on any changes in tax legislation.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]