

# Tax Audit Clarification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

## **Subject: Clarification Regarding Tax Audit for Contract Workers**

Dear [Tax Authority Contact Name],

I hope this letter finds you well. I am writing to provide clarification regarding the recent tax audit concerning the contract workers associated with my business, [Your Business Name].

During the audit period of [insert period], we engaged several contract workers for various project-related tasks. These workers were compensated based on the contracts we established, which included the following details:

- Names of Contract Workers: [Insert names]
- Contract Duration: [Insert duration]
- Payment Terms: [Insert payment terms]

All payments made to these contract workers were processed in compliance with applicable tax regulations, and necessary documentation has been retained for your review. Attached, please find copies of the contracts and payment records for your reference.

If you require any further information or documentation, please do not hesitate to reach out. I am committed to ensuring full transparency and compliance with tax regulations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]