

Tax Audit Notification

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Tax Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to inform you that your tax return for the year [Insert Year] is being audited as part of our routine compliance checks. We appreciate your cooperation during this process.

Please provide the following documents:

- Income statements
- Expense receipts
- Bank statements
- Any other pertinent documents

We request that you submit the required documents by [Insert Deadline Date]. If you have any questions or need further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]