

# Tax Audit Explanation Letter

Date: \_\_\_\_\_

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Explanation Regarding Tax Audit for [Year]

Dear [Tax Authority Contact Name],

I hope this letter finds you well. My name is [Your Name], and I am a freelancer operating under the business name [Your Business Name]. I am writing to provide clarification regarding the recent tax audit notification I received for the tax year [Year].

As a freelancer, my income is derived from various projects with clients, and I maintain a detailed record of all transactions. I understand that accuracy in reporting is crucial, and I strive to ensure compliance with all tax regulations.

During the audit period, my records indicate the following relevant details:

- Total income earned: \$[Amount]
- Expenses incurred: \$[Amount]
- Businesses served: [List of clients or projects]

If there are specific transactions or records you require further information on, please do not hesitate to let me know. I am more than willing to cooperate and provide any additional documentation necessary to assist in the audit process.

Thank you for your attention to this matter. I look forward to resolving any questions and ensuring compliance with tax obligations.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]