

# Tax Audit Representation Letter

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing regarding the ongoing tax audit for [Company Name] for the tax year(s) [Year(s)]. This letter serves as our formal representation in relation to the audit conducted by your office.

We confirm that [Name of the appointed representative] is authorized to act on behalf of [Company Name] during the audit process. They will be the primary point of contact for all correspondence related to this audit.

Additionally, please find attached the necessary documentation for your review and further inquiry. We appreciate your cooperation and understanding during this audit process.

Should you have any questions or require further information, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]