

Tax Audit Representation Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Re: Tax Audit Representation for [Tax Year/Period]

Dear [Tax Authority Representative's Name],

We, [Your Firm's Name], are writing to formally represent our client, [Client Name], in connection with the tax audit for the tax year [Insert Tax Year]. Authorization for our representation is provided in the attached Form [Insert Form Name/Number].

[Client Name] is a resident of [Client Country], and we are prepared to assist you in the review of their tax matters as they relate to the audit. We request that all future correspondence regarding this audit be directed to our office.

We appreciate your consideration and look forward to cooperating with you during this process. Should you require further documentation or information, 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 Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

Attachments: [List of attached documents]