

# Tax Audit Response Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Subject: Response to Tax Audit for Tax Year [Insert Year]

Dear [IRS Agent's Name],

Thank you for your letter dated [Insert Date of IRS Letter] regarding the audit of my tax return for the year [Insert Year]. I appreciate the opportunity to respond.

Enclosed, please find the requested documents that support my tax return, including:

- [List of documents, e.g., W-2s, 1099s, receipts]
- [Additional supporting documents]

I believe that the information provided accurately reflects my income and deductions as reported. Should you have any further questions or require additional information, please feel free to contact me directly at [Your Phone Number] or via email at [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]