

# Tax Audit Response

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Business Name]  
[Your Business Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To:

[Auditor's Name]  
[Auditor's Position]  
[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Response to Tax Audit Notification

I am writing in response to the notification regarding the tax audit for [Your Business Name] for the tax year ending [Tax Year]. We appreciate your diligence in ensuring tax compliance and are committed to providing the necessary information to facilitate the audit process.

We have reviewed the documents requested in your initial correspondence dated [Date of Initial Correspondence] and are in the process of gathering the required records. We aim to provide all requested documentation by [Response Deadline].

If you have any additional requests or require further clarification, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address]. We value this opportunity to cooperate and clarify any matters concerning our tax filings.

Thank you for your attention to this matter. We look forward to your response and appreciate your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Business Name]