

Response to Tax Audit - Formal

Subject: Response to Tax Audit Notice - [Tax Year] - [Reference Number]

Dear [Revenue Agent Name/Tax Authority],

This letter serves as our formal response to the tax audit notification received on [date] concerning tax year [year] for [taxpayer name/business name], identification number [tax ID].

We have reviewed the items questioned in your audit and provide the following responses:

Item 1: [Description of questioned deduction/income/credit]

Response: [Detailed explanation with legal basis and supporting documentation reference]

Supporting Documents: [List attached documents - receipts, invoices, contracts, etc.]

Item 2: [Description of questioned item]

Response: [Detailed explanation]

Supporting Documents: [List attached documents]

All supporting documentation referenced above is enclosed with this letter, organized by item number for your convenience. These records demonstrate full compliance with [applicable tax code sections] and substantiate all positions taken on our tax return.

We believe that upon review of this information, you will find that our tax return was accurately prepared and all deductions, credits, and income reporting were proper and allowable under current tax law.

We are available to meet at your office or provide any additional information you may require.

Please contact us at [phone] or [email] to schedule a meeting if necessary.

Respectfully submitted,

[Your Name/Taxpayer Name]

[Address]

[Tax ID Number]

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