

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

West Virginia State Tax Department

[Address of the Tax Department]

[City, State, Zip Code]

Subject: Response to Tax Audit Notification - [Your Tax Year]

Dear Auditor,

I am writing in response to the notice of audit I received regarding my [tax year] state tax return. I appreciate the opportunity to clarify any questions you may have and provide the necessary documentation to assist in the audit process.

Enclosed, please find the following documents:

1. A copy of my [tax return, W-2s, 1099s, etc.] for the year in question.
2. [List other supporting documents, if any.]
3. A summary of the relevant transactions that may require further explanation.

I assure you that I have maintained accurate records and have complied with all state tax laws. Should you require additional information or clarification, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to resolving this audit promptly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Social Security Number or Tax ID (if required)]