

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
Zambia Revenue Authority
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Audit Request

I hope this letter finds you well.

I am writing to formally request an audit for the period of [specify time frame], in accordance with ZRA regulations.

[Briefly explain the reason for the audit request and any pertinent details].

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]