

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

[Recipient Name]
[Recipient's Title]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Notification of Tax Audit

Dear [Recipient Name],

I hope this letter finds you well. We are writing to formally notify you that a tax audit for the [specific tax year(s)] will commence on [start date]. This audit will be conducted by [auditor's name or department], and it will focus on the following areas:

1. [Area 1]
2. [Area 2]
3. [Area 3]

We kindly request your cooperation in providing the necessary documentation and information required for the audit process. Please ensure that all relevant records are available by [deadline date]. Should you have any questions or need further clarification regarding this audit, do not hesitate to reach out to us at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]