Name of Tax Adviser Date:

Address

Dear Sir,

**Name of** **${client}**

**REQUEST FOR INFORMATION FOR AUDIT PURPOSES FOR THE YEAR ENDING**

**${end}**

In connection with the audit of the financial statement of the (name of the company) for the year ending (year end date), we shall be grateful if you would please provide us directly the following information:

* 1. Detailed position of the company’s open ended tax years / assessments, if any;
  2. Differences, if any, between income and tax returned and that assessed for each open ended tax year, along with the particulars thereof;
  3. Year wise position of tax refundable / payable;
  4. Status of appeals and the amounts in dispute, and the likely outcome; and
  5. Any other matters that may have an effect on the aforementioned financial statements of the company.

Yours faithfully,

AUTHORIZED SIGNATORY

(Client’s Signature)