

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Date]

[Name of Recipient/Audit Department]  
[Name of Financial Institution or Regulatory Body]  
[Department Address]  
[City, State, Zip Code]

**Subject: Submission of Documentation for FATCA Compliance Audit - [GIIN, if applicable]**

Dear [Name of Contact Person or Audit Team],

In response to your request dated [Date of Audit Request Letter], we are submitting the enclosed documentation to facilitate the Foreign Account Tax Compliance Act (FATCA) audit for [Your Company/Entity Name].

We have compiled all requested records to demonstrate our compliance with FATCA reporting and due diligence requirements. The enclosed file includes the following documents:

- Completed Form W-8/W-9 series for relevant account holders
- Global Intermediary Identification Number (GIIN) verification
- Annual FATCA reporting filings for the period [Year/Range]
- Due diligence procedures and classification records
- Internal compliance policies and oversight documentation
- [Additional Document Name, if applicable]

We confirm that, to the best of our knowledge, the information provided is accurate and complete. Should you require further clarification or additional supporting evidence, please contact our designated compliance officer, [Name], at [Phone Number] or [Email Address].

Thank you for your cooperation in this matter.

Sincerely,

[Signature]  
[Printed Name]  
[Job Title/Position]