

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Tax ID Number]

[Date]

[Tax Officer Name/Department]
[Tax Authority Name]
[Authority Address]
[City, State, Zip Code]

RE: Letter of Representation for Audit of [Tax Year/Period]
Notice/Reference Number: [Insert Number]

To Whom It May Concern,

I am writing to formally notify [Tax Authority Name] that I have appointed the following individual/firm to act as my representative for the upcoming tax audit regarding the period(s) of [Specify Dates].

Representative Information:

- Name: [Representative Name]
- Firm: [Accounting/Law Firm Name]
- Address: [Representative Address]
- Phone: [Representative Phone Number]
- Email: [Representative Email]

I hereby authorize the above-named representative to receive confidential tax information, represent me in meetings, sign documents on my behalf, and perform all acts necessary regarding the audit of the specified tax periods.

Please direct all future correspondence, requests for documentation, and scheduling inquiries regarding this matter to my representative at the address listed above.

Attached to this letter is the executed Form [Insert Specific Power of Attorney Form Number, e.g., Form 2848] as required by your department.

Thank you for your cooperation.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title, if applicable]