

[Sender's Name/Accounting Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Recipient's Name]
[Recipient's Title/Organization]
[Address Line 1]
[City, State, Zip Code]

RE: Tax Compliance Comfort Letter for [Client Name/Company Name]

To Whom It May Concern,

We are writing to you at the request of our client, [Client Name], regarding their tax compliance status. We currently serve as the independent [accountants/tax advisors] for [Client Name].

Based on the records provided to us and our professional engagement with the client, we confirm the following for the tax years [List Years, e.g., 2021, 2022, and 2023]:

- The client has filed all required federal and state income tax returns that have become due.
- All tax liabilities shown as due on these returns have been paid in full or are being addressed through an approved payment plan.
- To the best of our knowledge, there are no outstanding notices of deficiency or unresolved audits currently pending with the [IRS/Relevant Tax Authority].

This letter is issued based on information provided by the client and is intended solely for the purpose of [State Purpose, e.g., mortgage application/business licensing]. It should not be construed as a guarantee of future tax compliance or a comprehensive audit of the client's financial position.

Our liability in connection with this letter is limited to the scope of our engagement agreement with the client. We do not assume any responsibility to any third party who may rely on this information.

Sincerely,

[Signature]

[Printed Name]
[Title]
[Firm Name]