

SAMPLE LETTER  
**Requesting Purchaser's Statement**

Auditors of the California State Board of Equalization (BOE) are currently examining our records in connection with the California Sales and Use Tax Law. They have questioned certain non-taxed sales made to you, as covered by the invoices listed on the attached sheet.

Please indicate the disposition of this property by checking the appropriate box and completing the statement. The BOE will not accept the statement if it is not filled out completely and signed by an authorized representative. If tax is owed on your purchase, please remit the tax to us and not to BOE.

Your prompt response is necessary to support any claims for exemption. Please return the inquiry statement within 10 days by forwarding the completed form to [auditor's email address] with a courtesy copy to my email [sender's email address] so that I am notified when BOE has received your statement.

Use of the email procedure will expedite processing of these requests. However, you may elect to mail these forms. Please contact the auditor, whose contact information is on the instruction letter, to obtain the mailing address.

Sincerely,