**Private and Confidential**

Today’s Date

Canada Revenue Agency

Post Office Box 14008, Station Main

Winnipeg MB R3C 0 K7

| **Taxpayer** | **SIN** | **Reference #** |
| --- | --- | --- |
| Your Name | **########** | **#####-#####** |

Dear Sir/Madam:

Please see the following items requested in response to the \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_, with the reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please see the attached document which shows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions, please contact [your name] at [your number].

Thanks,

[Your Signature]

Your name