Date ____________________

________________________________________
________________________________________
________________________________________

Attention: ______________________________
(Position)

Sir/Madam:

In connection with the inventory of all POS/CRM/SPM and other receipting machines/software at your (branch no. and location) taken on (date) by the undersigned pursuant to Mission Order No. _______________________ dated __________, please be informed that there are unmatched machines found (Machines that are physically in the taxpayer's premises but not in the BIR list, machines that are not physically in the taxpayer's premises but in the BIR list and other findings related to the activity. Please see attached lists together with the corresponding Post Evaluation Guide Forms which you have duly signed and acknowledged.

In view thereof, you are hereby requested to reconcile and explain in writing the discrepancy and account for the unmatched POS/CRM/SPM and other receipting machines/software within five (5) days from receipt of this letter. Otherwise, we shall be constrained to recommend the issuance of a Subpoena Duces Tecum (SDT).

For your compliance and guidance.

Very truly yours,

________________________________________
Concerned Officer
(Signature over printed name)