



Revenue Department
1953 Municipal Way
Alabaster, AL 35007
205.664.6844

November 5, 2021

To Whom it may Concern

The City of Alabaster has retained RiverTree Systems to perform auditing services on one or more of the following audits on its behalf; Building Permits; Business License; Franchise Fee; Lease/Rental Tax; Lodging Tax; Gas Tax; Sales and Use Tax.

This letter is your notice that RiverTree Systems will be conducting an audit on your company in the near future. A representative from RiverTree Systems will be contacting you to arrange a convenient time for this audit. Your cooperation in furnishing RiverTree Systems with any and all records that they may request for review will be greatly appreciated.

Please do not hesitate to contact me at (205) 664-6844 should you have any questions or concerns.

Respectfully,

John Haggard, CPA, CGFM
Finance Director
jhaggard@cityofalabaster.com

Cc: RiverTree Systems, Inc.