

Request for International Tax Audit Assistance

Date: [Insert Date]

From: [Your Name]
[Your Job Title]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient Name]
[Recipient Job Title]
[Recipient Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request your assistance regarding an upcoming international tax audit that our organization is currently preparing for.

Given your expertise and experience in international tax matters, we would greatly appreciate your support in navigating the complexities of the audit process. Specifically, we are seeking guidance on [mention specific areas or issues where assistance is needed].

We believe that your involvement will significantly enhance our readiness for the audit and ensure compliance with all international tax regulations.

If you are available for a meeting to discuss this further, please let us know your available times. We are eager to collaborate and appreciate your timely consideration of our request.

Thank you for your attention to this matter. We look forward to your positive response.

Warm regards,

[Your Name]
[Your Job Title]
[Your Company/Organization]