

Request for Tax Audit Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Name],

I hope this message finds you well. I am writing to formally request an appointment for a tax audit concerning the tax year [Insert Tax Year].

As a [Your Position/Title], I would like to ensure that all necessary documentation is prepared and available for review. I believe that this meeting will clarify any queries and facilitate an efficient auditing process.

Please let me know your available dates and times for this appointment, and I will do my best to accommodate your schedule.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]