

Tax Audit Consultation Arrangement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to discuss our upcoming tax audit consultation, which is scheduled for [Insert Date]. We would like to arrange a meeting to go over the necessary documents and prepare for the audit process.

Please confirm your availability on the suggested date or propose an alternative time that works for you. Your cooperation is greatly appreciated in ensuring a smooth audit process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]