

Tax Audit Date and Time Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a formal proposal to schedule a tax audit for [Your Company/Organization]. We would like to propose the following dates and times for the audit:

- Date: [Proposed Date 1] - Time: [Proposed Time 1]
- Date: [Proposed Date 2] - Time: [Proposed Time 2]
- Date: [Proposed Date 3] - Time: [Proposed Time 3]

Please let us know your availability or if there are any other dates that would work better for you. We aim to ensure a smooth and efficient audit process.

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

Sincerely,

[Your Name]

[Your Title]