

# Tax Audit Follow-Up Appointment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to follow up on the recent tax audit conducted for the tax year [insert year]. We appreciate your cooperation during the audit process.

To ensure all necessary information is thoroughly reviewed, we would like to schedule a follow-up appointment. Please indicate your availability for the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If these options do not work for you, please feel free to propose alternative dates.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]