

Tax Audit Meeting Coordination

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Coordination for Upcoming Tax Audit Meeting

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming tax audit, I would like to coordinate a meeting to discuss the necessary documents and information required for the audit process. Please find the proposed details below:

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Proposed Location or Video Conference Link]

During this meeting, we will review the items needed and address any questions you may have regarding the audit process. Please confirm your availability for the proposed date and time or suggest an alternative that works better for you.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]