

# Tax Audit Scheduling Notice

Date: [Insert Date]

[Taxpayer's Name]

[Taxpayer's Address]

[City, State, ZIP Code]

Dear [Taxpayer's Name],

Subject: Notice of Scheduled Tax Audit

This letter serves as a formal notice that your tax returns for the year(s) [Insert Year(s)] will be subject to an upcoming audit by the [Tax Authority Name]. The audit is scheduled to take place on [Insert Date] at [Insert Time]. The location of the audit will be [Insert Location].

Please ensure that you have the following documents available for review during the audit:

- [Document Type 1]
- [Document Type 2]
- [Document Type 3]

If you have any questions or need to reschedule, please contact [Contact Name] at [Contact Number] or [Contact Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Tax Authority Name]