

Proposal for Tax Mediation Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose an appointment for tax mediation in order to discuss and resolve my tax-related issues with [specific details about your tax case]. I believe that a mediation session can provide an opportunity for both parties to come to an agreeable resolution.

My availability for the mediation appointment is as follows:

- [Date 1]
- [Date 2]
- [Date 3]

Please let me know if any of these dates can be accommodated or if you have other suggestions. I am looking forward to resolving this matter amicably and appreciate your attention to this proposal.

Thank you for your consideration.

Sincerely,

[Your Name]