

Request for Tax Mediation Meeting

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a mediation meeting regarding my tax situation. My tax identification number (TIN) is [Your TIN], and I believe that a meeting would provide an opportunity to resolve the outstanding issues related to my tax obligations.

I am available for a meeting on the following dates: [Insert Availability]. Please let me know a suitable time that works for you.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]