

Tax Mediation Consultation Scheduling

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Scheduling a Tax Mediation Consultation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule a consultation regarding tax mediation services. I believe that we can greatly benefit from your expertise in navigating my current tax situation.

Please let me know your availability for a consultation during 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, I am open to alternative times that fit your schedule. I look forward to your prompt response so that we can work together effectively.

Thank you for your attention to this matter.

Sincerely,

[Your Name]