

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule a consultation regarding expatriate tax matters that you may have. We aim to provide you with the necessary guidance and support to ensure compliance and optimize your tax situation.

Please let us 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 none of these options work for you, please suggest alternate dates and times that you may prefer.

Looking forward to your response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]