

# Tax Audit Readiness Assessment

Date: [Insert Date]

[Consultant's Name]

[Consultant's Company]

[Company Address]

[City, State, Zip Code]

## **Subject: Tax Audit Readiness Assessment Engagement**

Dear [Consultant's Name],

We are pleased to engage your services for a Tax Audit Readiness Assessment for [Company Name]. As part of our commitment to ensuring compliance and preparedness for any potential tax audits, we would like to assess our current standing and identify any areas that require attention.

The objectives of this assessment will include:

- Review of our tax documentation and compliance procedures.
- Identification of potential tax risks and vulnerabilities.
- Recommendations for improvements and best practices.

We propose to commence this assessment on [Start Date] and aim to complete it by [End Date]. Please confirm your availability for the proposed timeline and any prerequisites you may need from our end.

We appreciate your expertise in this area and look forward to working with you to enhance our tax audit readiness.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Email Address]

[Phone Number]