

Tax Audit Scheduling Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that a tax audit has been scheduled for your organization. The details are as follows:

Date of Audit: [Insert Date]

Time of Audit: [Insert Time]

Location: [Insert Location]

Please ensure that all necessary documents and records are available for review. If you have any questions or require further clarification regarding the audit process, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]