

Tax Resolution Discussion

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the ongoing tax issues we have been working to resolve. As you are aware, we have been cooperating with the IRS regarding [specific tax year or issue].

To summarize our previous discussions, we have obtained [briefly describe any agreements or findings], and we believe it is crucial to address the following points:

- [Point 1]
- [Point 2]
- [Point 3]

We would like to propose a meeting to further discuss these matters and ensure all necessary steps are taken toward resolution. Please let us know your available times, and we will do our best to accommodate.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]