

Proactive Tax Audit Readiness Review

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of our commitment to maintaining compliance and enhancing our financial practices, we are initiating a proactive tax audit readiness review for the upcoming fiscal year. The purpose of this review is to ensure that our financial records and tax filings are accurate and complete, thereby minimizing the risk of potential discrepancies during any tax audits.

We would like to schedule a meeting to discuss the following agenda items:

- Overview of current tax regulations and compliance requirements
- Audit preparedness checklist
- Identification of potential risk areas
- Strategies for improvement and training

Please let us know your availability for a meeting in the coming weeks. We value your expertise and insights as we undertake this important review.

Thank you for your attention to this matter. We look forward to working together to ensure our tax practices are robust and transparent.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]