

Request for Tax Audit Appointment Scheduling

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am writing to formally appeal for the scheduling of my tax audit appointment regarding the tax year [Year]. I understand that the audit process is essential, and I am eager to cooperate fully to ensure everything is addressed promptly.

Due to [reason for appeal, e.g., scheduling conflicts, personal circumstances], I kindly request that my appointment be rescheduled to a later date. I am available on the following dates and times: [List your available dates/times].

I appreciate your understanding and assistance in this matter. Thank you for considering my appeal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]