

Application for Tax Audit Review Session

Date: [Insert Date]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Application for Tax Audit Review Session

Dear [Tax Officer's Name],

I hope this letter finds you well. I am writing to formally request a review session regarding the recent tax audit conducted for the fiscal year [Insert Year] pertaining to [Your Company/Individual Name].

We believe that a review of our records and the audit findings would aid in clarifying certain aspects and ensure all matters are accurately understood. We are committed to complying with all tax regulations and appreciate any opportunity for clarification.

We propose a meeting at your earliest convenience and would appreciate your suggestion for a suitable date and time.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]