

Tax Audit Appointment Coordination

Date: [Insert Date]

From: [Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are in the process of coordinating tax audit appointments for the upcoming period, and I would like to discuss scheduling a time that is mutually convenient.

Please provide your available times over the next few weeks, and we will do our best to accommodate your schedule. If you have any specific documents or information you would like us to prepare in advance, please let us know.

Thank you for your cooperation, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]