

Follow-Up Request for Tax Audit Date

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the scheduling of my tax audit initially discussed on [Date of Previous Correspondence]. As the audit is crucial for my tax records, I would appreciate it if you could provide me with a confirmed date at your earliest convenience.

Thank you for your assistance. I look forward to your prompt response.

Warm regards,

[Your Name]