

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a consultation regarding a tax audit for the fiscal year [insert year]. As a responsible taxpayer, I wish to ensure that all my financial records are accurate and compliant with current tax regulations.

Given your expertise in tax matters and audit processes, I believe that your guidance would be invaluable. I would appreciate the opportunity to discuss my situation at your earliest convenience and explore how your services might assist me in navigating the audit process.

Please let me know your availability for a meeting. I look forward to your prompt response.

Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Title, if applicable]