

# **Inquiry for Scheduling a Tax Audit Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about scheduling a tax audit meeting at your earliest convenience. We would like to discuss the upcoming audit process and any necessary documentation required.

Please let us know your available dates and times so we can coordinate accordingly. We appreciate your cooperation and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]