

# Notification of Tax Audit Discussion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter is to formally notify you of an upcoming discussion regarding the tax audit for the fiscal year [Insert Fiscal Year]. We believe it is essential to convene to ensure clarity and address any concerns that may arise during the audit process.

Please find the details of the meeting below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location / Virtual Link]

We kindly request your presence at this meeting. If you have any specific topics or questions you wish to address, please let us know in advance to ensure we have everything prepared.

Thank you for your attention to this matter. We look forward to your confirmation and to a productive discussion.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]