

Proposal for Tax Audit Appointment Times

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are writing to propose suitable times for the upcoming tax audit scheduled for [insert date or timeframe]. We understand the importance of your time and aim to ensure a smooth and effective audit process.

We propose the following appointment times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Please let us know your preferred time, or feel free to suggest alternatives that may work better for you. We appreciate your cooperation and look forward to your reply.

Thank you for considering our proposal.

Best regards,

[Your Name]

[Your Title]

[Your Company]