

Request for Tax Audit Appointment Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of our scheduled tax audit appointment. The details of the appointment are as follows:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please let me know if the above details are correct or if there are any changes. Your prompt response will be greatly appreciated to ensure a smooth audit process.

Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]