

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the upcoming tax audit and to suggest potential meeting times to facilitate a smooth process.

I am available for a meeting on the following dates and times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

Please let me know if any of these times work for you, or if you have other preferences. I look forward to your response and to coordinating a successful meeting.

Thank you for your attention.

Sincerely,

[Your Name]