

# Indirect Tax Audit Support Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Subject: Proposal for Indirect Tax Audit Support

Dear [Client's Name],

We are pleased to submit our proposal for providing support during your indirect tax audit scheduled for [insert dates]. Our firm specializes in navigating the complexities of indirect tax compliance and we are committed to assisting you to ensure a smooth audit process.

## Scope of Services

- Pre-audit preparation and documentation review
- On-site support during the audit
- Post-audit analysis and recommendations
- Ongoing compliance support

## Project Timeline

The proposed timeline for our services is as follows:

- Initial Meeting: [Insert Date]
- Preparation Phase: [Insert Dates]
- Audit Support: [Insert Dates]
- Post-Audit Review: [Insert Date]

## Fees

We propose a fee structure of [insert fee details], which will cover all services outlined above. Detailed billing will be provided at the conclusion of the audit.

We look forward to the opportunity to assist [Client's Company] with your indirect tax audit. Please feel free to reach out for any further information or clarification.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]