

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

## **Subject: Request for Indirect Tax Litigation Support**

Dear [Recipient Name],

I am writing to request your assistance in relation to an ongoing indirect tax litigation matter that [Your Company Name] is currently facing. We are seeking your expertise in this area to help us navigate the complexities involved and ensure a successful resolution.

Details of the case are as follows:

- Case Reference Number: [Insert Reference Number]
- Tax Years Involved: [Insert Tax Years]
- Nature of Dispute: [Brief Description]

We believe that your insights and guidance in indirect tax matters will be invaluable as we move forward. We would appreciate the opportunity to discuss this matter with you and explore how we can work together effectively.

Please let us know your availability for a meeting at your earliest convenience. Thank you for considering our request for support.

Best regards,

[Your Name]

[Your Title]

[Your Company]