

Inquiry for Indirect Tax Planning Services

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about your indirect tax planning services. Our organization, [Your Company Name], is looking to enhance our tax strategies and ensure compliance with relevant regulations.

Specifically, we are interested in the following services:

- Assessment of current indirect tax compliance
- Optimizing indirect tax positions
- Training for in-house staff on indirect tax-related matters

Could you please provide further details on your services, including any pricing information and case studies of past work? Additionally, we would appreciate having a meeting to discuss our specific needs and how you can assist us.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]