

Sales Tax Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda Items:

1. Introduction and Welcome
2. Overview of Sales Tax Compliance
3. Discussion of Audit Process
4. Review of Sales Tax Returns
5. Addressing Common Issues
6. Q&A Session
7. Next Steps and Closing Remarks

Please confirm your attendance by [Insert RSVP Deadline].

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]