

Appointment Confirmation for Estate Tax Planning

Dear [Client's Name],

Thank you for choosing our services for your estate tax planning needs. We are pleased to confirm your appointment as follows:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Office Address]

Please arrive 15 minutes early to complete any necessary paperwork. If you have any documents related to your estate, feel free to bring them along.

If you have any questions or need to reschedule, please do not hesitate to contact us at [Contact Information].

We look forward to assisting you with your estate planning!

Sincerely,

[Your Name]
[Your Title]
[Your Company]