

Notice of Scheduling a Rental Property Tax Deduction Review

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that a review of your rental property tax deductions has been scheduled. As part of our ongoing efforts to ensure compliance and accuracy in tax reporting, we will be conducting a review of the deductions claimed for your rental property located at [Property Address].

The details of the review are as follows:

- **Date of Review:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Virtual Meeting Link]

Please have the following documents available for the review:

- Rental income records
- Receipts for expenses
- Property tax statements
- Any additional relevant documentation

If you have any questions or need to reschedule, please contact us at [Contact Information].

Thank you for your attention to this matter. We look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]