

# Confirmation of Tax Audit Session

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm your tax audit session scheduled for [Insert Date and Time] at [Insert Location].

Please ensure that you have the following documents prepared for the session:

- [Document 1]
- [Document 2]
- [Document 3]

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]