

# **Tax Audit Appointment Confirmation**

Dear [Taxpayer's Name],

We are writing to confirm your appointment for the tax audit scheduled on [Date] at [Time]. The meeting will take place at [Location].

Please ensure that you bring all relevant documents, including your tax returns, receipts, and any other information pertaining to the audit.

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

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]