

Tax Audit Appointment Reminder

Dear [Client's Name],

This is a friendly reminder regarding your upcoming tax audit appointment scheduled for:

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Appointment Location]

Please ensure you bring all necessary documents and records as discussed in our previous communications.

If you have any questions or need to reschedule, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you, and we look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]