

# Confirmation of Tax Mediation Dialogue

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm our scheduled dialogue regarding tax mediation. We appreciate your willingness to engage in this process to resolve our tax matters amicably.

**Date:** [Insert Meeting Date]

**Time:** [Insert Meeting Time]

**Location:** [Insert Meeting Location]

Please let us know if you have any questions or if there are any changes to the timing or location.

We look forward to our discussion.

Sincerely,

[Your Name]

[Your Title]