

Invitation to Tax Mediation Discussion

Dear [Recipient's Name],

We are pleased to invite you to a tax mediation discussion scheduled for [Date] at [Time]. This meeting will take place at [Location/Virtual Platform].

The objective of this discussion is to address recent tax matters and to explore resolution options in a collaborative environment.

Please confirm your attendance by [RSVP Date]. If you have any questions or need further information, feel free to contact us at [Your Contact Information].

We look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]