

Notification for Tax Mediation Session

Dear [Recipient's Name],

We are writing to inform you that a tax mediation session has been scheduled regarding your tax matters. The details are as follows:

Date: [Date of Session]

Time: [Time of Session]

Location: [Location of Session]

Please arrive at least 15 minutes early to ensure the session starts promptly. If you have any documents or information relevant to your case, make sure to bring them along.

If you have any questions or if you are unable to attend this session, please contact us at [Contact Information].

We appreciate your attention to this matter and look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]