

# Appointment for Tax Advisory Services

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm your appointment for tax advisory services. Below are the details:

## Appointment Details

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Appointment Location]

During this meeting, we will discuss your tax situation, explore tax planning strategies, and answer any questions you may have.

Please feel free to reach out if you have any documents or questions that you would like to prepare ahead of our meeting.

We look forward to assisting you with your tax advisory needs!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]