

# Appointment Notification

Dear [Client's Name],

We are pleased to inform you that your appointment with our Tax Advisor has been scheduled.

**Date:** [Date]

**Time:** [Time]

**Location:** [Office Address or Virtual Meeting Link]

Please ensure to bring all necessary documents, including your financial records and any pertinent information regarding your tax situation.

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

We look forward to assisting you with your tax needs.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]