

# Appointment Confirmation

Dear [Client's Name],

Thank you for choosing [Your Company Name] for your tax preparation needs. This is to confirm your appointment as follows:

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Office Address]

Please bring the following documents with you to the appointment:

- W-2 forms
- 1099 forms
- Receipts for deductions
- Any other relevant financial documents

If you need to reschedule or have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

We look forward to assisting you!

Best regards,

[Your Name]

[Your Title]

[Your Company Name]