

# Tax Interview Appointment Acknowledgment

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm your appointment for a tax interview scheduled on [Insert Date] at [Insert Time]. This meeting will take place at [Insert Location].

During this interview, we will discuss your tax-related matters and ensure all necessary documentation is in order. Please bring the following documents with you:

- [Document 1]
- [Document 2]
- [Document 3]

If you have any questions or need to reschedule, please do not hesitate to reach out to us at [Insert Contact Information].

We look forward to meeting with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]