

Agenda for Upcoming Tax Office Interview

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

1. Introduction

Welcome and introductions of all participants.

2. Purpose of the Interview

Discussion on the objectives of the interview and the topics to be covered.

3. Review of Tax Documents

Examination of submitted tax documents and clarification of any queries.

4. Discussion of Specific Tax Issues

Addressing any particular tax issues or concerns raised by the client.

5. Next Steps

Outline of the next steps and expected timelines for follow-up actions.

6. Q&A Session

Opportunity for participants to ask questions and seek clarification.

7. Closing Remarks

Summary of key points discussed and closing statements.