

Follow-Up on Tax Interview Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent tax interview appointment scheduled for [Date] at [Time]. I wanted to confirm our meeting and ensure that all necessary documents are prepared.

If there are any changes or additional information you would like me to bring, please let me know at your earliest convenience. I look forward to our discussion and appreciate your assistance.

Thank you for your attention, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your Company, if applicable]