

# Information Submission for Tax Interview

Date: [Insert Date]

To: [Tax Interviewer's Name]

[Tax Interviewer's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Tax Interviewer's Name],

I am writing to submit the required information for my upcoming tax interview scheduled on [Insert Date of Interview]. Below are the details you requested:

## Personal Information

Name: [Your Full Name]

Social Security Number: [XXX-XX-XXXX]

Address: [Your Address]

Contact Number: [Your Phone Number]

Email: [Your Email Address]

## Income Information

Occupation: [Your Occupation]

Total Income for [Tax Year]: \$[Insert Amount]

## Document Submission

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

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to our meeting.

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]