

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Office Name]

[Tax Office Address]

[City, State, Zip Code]

Dear [Tax Office Representative's Name],

I hope this message finds you well. I am writing to inquire about the status of my interview date regarding my tax matters. I would appreciate any updates you may have concerning the scheduling of this interview.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]