

Tax Interview Appointment Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that you are scheduled for a tax interview appointment. Please find the details below:

Date of Appointment: [Insert Appointment Date]

Time: [Insert Appointment Time]

Location: [Insert Appointment Location]

It is important that you bring the following documents to the interview:

- Identification proof
- Tax returns of the last three years
- All relevant financial documents

If you have any questions or need to reschedule, please contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]