

Request for Interview Schedule

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 am writing to request an interview appointment to discuss my tax matters. I believe that a meeting would help clarify certain issues related to my tax submissions.

Available dates and times for me are as follows:

- [Date and Time 1]
- [Date and Time 2]
- [Date and Time 3]

Please let me know if any of the above times work for you, or if there are alternative times that you would recommend.

Thank you for considering my request. I look forward to your response.

Sincerely,
Your Name