

Tax Compliance Consultation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Thank you for reaching out regarding your tax compliance needs as a self-employed individual. I am pleased to confirm our consultation regarding your freelance business and the associated tax obligations.

During our session, we will cover topics including:

- Your obligations for quarterly tax payments
- Deductions available for freelancers
- Record-keeping practices
- Filing requirements and deadlines

Our scheduled meeting is on [Insert Date and Time] via [Insert Method, e.g., Zoom, in-person]. Please have the following documents prepared for our discussion:

- Previous year's tax return
- Invoices and receipts
- Bank statements related to your freelance work

I look forward to assisting you with your tax compliance and ensuring that your freelance business meets all necessary requirements.

Best regards,

[Your Name]
[Your Title/Position]
[Your Business Name if applicable]