

Invitation to Executive Tax Planning Meeting

Dear [Recipient's Name],

We are pleased to invite you to an Executive Tax Planning Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Virtual Link].

The purpose of this meeting is to discuss our current tax strategies and explore opportunities for optimization in the upcoming fiscal year. Your insights and expertise will be invaluable in ensuring we navigate the complexities of tax planning effectively.

Please confirm your attendance by [RSVP Date]. Should you have any specific topics you would like to address, feel free to share them with us prior to the meeting.

We look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]