

Follow-up on Tax Forms Submission

Dear [Beneficiary's Name],

I hope this message finds you well. I am writing to follow up on the beneficiary tax forms that were previously sent to you on [Date]. As the deadline for submission is approaching, we want to ensure that you have everything you need to complete and submit the forms.

If you have already sent back the forms, please disregard this message. Otherwise, we kindly ask you to review the documents and return them by [Deadline Date]. Should you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]