

Inquiry for Beneficiary Tax Statements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of the beneficiary tax statements for [Insert Beneficiary's Name/Account]. As the tax filing deadline approaches, it is important for me to receive these documents to ensure compliance with tax obligations.

Please let me know if the statements have been sent or if there are any issues I should be aware of regarding their generation. Your assistance in this matter will be greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]