

Annual Tax Preparation Reminder

Dear [Client's Name],

This is a friendly reminder that the annual tax preparation season is approaching. As we get closer to the filing deadline, it's important to gather all necessary documents and information to ensure a smooth process.

Please prepare the following items:

- W-2 forms from all employers
- 1099 forms for any freelance or contract work
- Receipts for deductible expenses
- Any other relevant financial documents

If you have any questions or need assistance in gathering these documents, feel free to reach out.

Thank you for your attention, and we look forward to assisting you with your tax preparation!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]