

Tax Return Submission Reminder

Dear [Recipient's Name],

This is a friendly reminder that the deadline for submitting your tax return is approaching on [Deadline Date]. Please ensure that all necessary documents are prepared and submitted to avoid any late penalties.

If you have any questions or need assistance with your tax return, feel free to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]