

Tax Filing Preparation Alert

Dear [Recipient's Name],

This is a friendly reminder that the tax filing deadline is approaching. To ensure that you are fully prepared, please review the following steps:

- Gather your financial documents, including W-2s, 1099s, and receipts.
- Review your previous year's tax return for reference.
- Consider any changes in your financial situation that may affect your tax filing.
- If you need assistance, please contact our office to schedule an appointment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]