

Tax Filing Update

Dear [Client's Name],

We hope this message finds you well. We are writing to provide you with an important update regarding your corporate tax filing status for the fiscal year [Year].

Our team has been diligently working on your tax documents, and we are pleased to inform you that the initial preparation process is complete. The following steps are in progress:

- Final review of all financial statements
- Verification of tax deductions and credits applicable to your business
- Coordination with state authorities for compliance purposes

Please remember that the deadline for filing is [Filing Deadline]. We kindly request any outstanding documents to ensure timely submission.

If you have any questions or need further assistance, feel free to reach out to our team at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]