

# Tax Filing Update

Date: [Insert Date]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to provide you with an important update regarding our tax filing status for the current fiscal year.

As a non-profit organization, it is crucial for us to maintain compliance with IRS regulations and ensure transparency in our financial activities. We would like to inform you that:

- Our IRS Form 990 has been successfully prepared and will be submitted by the filing deadline of [Insert Deadline].
- We are committed to providing detailed financial information to our stakeholders, demonstrating our dedication to fulfilling our mission.
- Once the filing is complete, we will provide a copy of the Form 990 for your review.

If you have any questions or need further information, please do not hesitate to contact us at [Insert Contact Information]. Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]