

# End-of-Year Tax Deduction Breakdown

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

As we approach the end of the year, we are providing you with a comprehensive breakdown of your tax deductions for the current year. This information will assist you in preparing your tax returns.

## Tax Deduction Summary

Description	Amount (\$)
Mortgage Interest	[Mortgage Interest Amount]
Charitable Donations	[Charitable Donations Amount]
Medical Expenses	[Medical Expenses Amount]
Property Taxes	[Property Taxes Amount]
Business Expenses	[Business Expenses Amount]

## Total Deductions

**Total Amount: \$[Total Deduction Amount]**

Please retain this document for your records. If you have any questions regarding your deductions, feel free to contact our office.

Thank you for your attention to this matter, and we wish you a successful tax season.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]