

Tax Preparation Notification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to notify you regarding some questions I have concerning the preparation of my taxes for the [Insert Tax Year] filing period.

Specifically, I would like clarification on the following items:

- [Question 1]
- [Question 2]
- [Question 3]

Any insight you could provide would be greatly appreciated. Please let me know a convenient time for us to discuss this further or if you prefer to respond via email.

Thank you for your assistance.

Sincerely,
[Your Name]