

# Request for Aid in Tax Return Preparation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance with the preparation of my tax return for the current financial year. Due to [briefly explain your situation, e.g., "my busy schedule" or "recent complications"], I am finding it challenging to complete this process on my own.

I would greatly appreciate any guidance or support you could provide, whether it's through providing resources, scheduling a meeting to discuss my situation, or offering your professional services.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]