

Annual Tax Summary Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your annual tax summary for the year [Insert Year] is now available.

Summary Details:

- Taxable Income: \$[Insert Amount]
- Total Tax Paid: \$[Insert Amount]
- Refund Amount: \$[Insert Amount] (if applicable)

Please review the summary carefully. If you have any questions or need further assistance, feel free to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]