

Year-End Tax Documentation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As we approach the end of the fiscal year, I am writing to request the necessary documentation to ensure accurate preparation of my tax returns. Specifically, I would appreciate receiving the following information:

- W-2 Forms from all employers for the year [insert year]
- 1099 Forms for any freelance or contract work
- Statements for any investment accounts
- Receipts for eligible deductions

It would be helpful to receive these documents by [insert deadline] to facilitate timely filing. If you require any additional information or have questions regarding this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]