

Tax Document Submission Letter

Date: [Insert Date]

[Your Corporation's Name]

[Your Corporation's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Submission of Tax Documents for [Tax Year]

Dear [Recipient's Name],

We are writing to formally submit our tax documents for the fiscal year ending [Insert Fiscal Year End Date]. Enclosed with this letter, please find the following documents:

- Tax Form [e.g., 1120]
- Balance Sheet
- Income Statement
- Supporting Documentation [if applicable]

We confirm that all of the enclosed information is accurate and provided to the best of our knowledge. Should you require any additional information or further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Corporation's Name]