

Tax Document Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Representative],

I am writing to formally submit my tax documents for the fiscal year [Insert Year]. Enclosed with this letter, you will find the following documents:

- [Document 1: e.g., W-2 Form]
- [Document 2: e.g., 1099 Form]
- [Document 3: e.g., Tax Return]

Please let me know if you require any additional information or documents. I appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]