

Tax Return Verification Request

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to verify the details provided in your recent tax return submission for the fiscal year [Year].

To ensure accuracy and compliance, we kindly request the following information:

- Copy of your W-2 forms for all employers during [Year].
- Any applicable 1099 forms.
- Documentation for any deductions or credits claimed.
- Proof of income from other sources (if applicable).

Please provide the requested documents by [Deadline Date] to avoid any delays in processing your tax return. You can send the documents via email or through our secure portal.

Thank you for your cooperation. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Sincerely,

[Your Name]
[Your Title]
[Your Company]