

Tax Return Documentation Verification

Date: [Insert Date]

Recipient Name

Recipient Address

City, State, Zip Code

Dear [Recipient Name],

We are writing to verify the documentation submitted for your tax return for the fiscal year [Insert Year]. In order to complete our review, we kindly request the following documents:

- Copy of your completed tax return
- W-2 forms from all employers
- 1099 forms for any additional income
- Any supporting schedules or statements

Please submit the requested documents by [Insert Due Date] to ensure timely processing of your tax return. You may send them via email, mail, or fax, using the contact information provided below.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]