

# Follow-Up Inquiry on Corporate Tax Compliance

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding our recent correspondence about our corporate tax compliance for the fiscal year [insert year]. As we approach the submission deadline, I would like to ensure that all required documentation and information have been received and are in order.

If there are any outstanding issues or if further information is needed from our side, please do not hesitate to reach out. We appreciate your assistance in ensuring our compliance and look forward to your prompt response.

Thank you for your attention to this matter.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]