

Excise Tax Return Filing Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This is to inform you that your excise tax return for the period ending [Insert Period Ending Date] is due for filing on or before [Insert Due Date]. Please ensure that all necessary documentation and payment are submitted to avoid any penalties.

For your convenience, we have attached the necessary forms and guidelines for completing your excise tax return. Should you have any questions or require assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]