

# Digital Tax Return Submission Instructions

Date: [Insert Date]

Dear [Taxpayer's Name],

We hope this message finds you well. This letter is to guide you through the process of submitting your digital tax return for the year [Insert Tax Year]. Please follow the instructions carefully to ensure a smooth submission.

## Steps for Digital Submission:

1. Visit our official tax submission portal at [Insert URL].
2. Create an account or log in using your existing credentials.
3. Navigate to the 'Tax Returns' section in your dashboard.
4. Select 'Create New Tax Return' and follow the prompts to enter your information.
5. Review all entered data for accuracy.
6. Submit your tax return and ensure to save/print the confirmation receipt.

## Deadline:

Please ensure your tax return is submitted by [Insert Deadline] to avoid penalties.

## Assistance:

If you encounter issues or have questions, do not hesitate to contact our support team at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]