

Franchise Tax Return Notification

Date: [Insert Date]

[Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Business Owner's Name],

We are writing to inform you of your obligation to file a Franchise Tax Return as a new business in [State]. As part of our records, we have noted your business registration effective [Registration Date].

The Franchise Tax is a requirement for all businesses operating in [State], and it is important to adhere to the filing deadlines to avoid potential penalties.

For the year [Insert Year], your Franchise Tax Return is due on [Due Date]. Please ensure that all necessary documentation and payments are submitted by this date. You may file your return online or via mail. For detailed instructions, visit our website at [Website URL].

If you have any questions or require assistance, do not hesitate to contact our office at [Contact Number] or [Contact Email].

Thank you for your attention to this important matter. We wish you great success with your new business!

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Contact Information]