

# Franchise Tax Return Submission Instructions

Date: [Insert Date]

To Whom It May Concern,

We are writing to provide you with the instructions for submitting your Franchise Tax Return for the fiscal year [Insert Year]. Please ensure that you adhere to the following guidelines to ensure a smooth submission process:

## Submission Requirements

- Complete the Franchise Tax Return Form [Insert Form Number].
- Attach any required supporting documents, including [List any required documents].
- Review all entries for accuracy and completeness.

## Submission Methods

You can submit your Franchise Tax Return using one of the following methods:

1. **Online Submission:** Visit [Insert Website URL] to submit electronically.
2. **By Mail:** Send the completed form and documents to:
  - [Insert Mailing Address]

## Deadlines

Please ensure that your Franchise Tax Return is submitted by [Insert Deadline Date] to avoid any penalties.

## Contact Information

If you have any questions, 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 Company Name]

[Your Contact Information]