

Subject: Digital Submission of Tax Records

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally submit my tax records for the fiscal year [Insert Year] in digital format, as per the guidelines provided by your office.

Attached to this email, you will find the following documents:

- Form 1040 - Individual Income Tax Return
- W-2 Forms for Employment Income
- 1099 Forms for Other Income
- Receipts for Deductible Expenses

Please confirm receipt of these documents at your earliest convenience. Should you require any additional information or further documentation, do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]