

# Electronic Tax Paperwork Submission

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Agency/Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my electronic tax paperwork for the tax year [Insert Tax Year]. Attached to this communication, you will find all relevant documents, including:

- Completed tax return form
- W-2 forms
- 1099 forms
- Supporting documentation

Please confirm receipt of this submission at your earliest convenience. Should you require any additional information or clarifications, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]