

Notice of Requirement for Supplementary Tax Evidence

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice for Supplementary Tax Evidence

We are writing to inform you that additional evidence is required concerning your recent tax submission for the year [Year]. In order to process your tax return accurately, we kindly request that you provide the following information:

- [Specific evidence required]
- [Additional documentation needed]
- [Any other relevant details]

Please submit the requested documents by [Deadline Date] to ensure timely processing of your tax return. Failure to provide the necessary evidence may result in delays or adjustments to your tax liability.

If you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]