

Proactive Tax Obligation Review

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Proactive Review of Tax Obligations

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to compliance and ensuring that all tax obligations are met, I would like to initiate a proactive review of our current tax situation.

Our aim is to identify any potential areas where adjustments may be required before the upcoming tax season. This review will help us assess our current tax liabilities, evaluate any possible deductions or credits, and ensure that we are meeting our regulatory obligations in a timely manner.

Please let me know a convenient time for us to discuss this further or if you need any preliminary documents from our end.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]