

Letter of Retirement Benefits Tax Filing Assistance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. As I approach my retirement, I would like to inquire about the process of tax filing assistance related to my retirement benefits. I want to ensure that I fully understand the tax implications and any necessary documentation required for a smooth filing process.

Could you please provide details on the following:

- Tax deductions applicable to my retirement benefits
- Required forms and documentation
- Deadlines for filing
- Any additional resources or assistance available

Thank you for your assistance in this matter. I look forward to your prompt response.

Best regards,

[Your Name]