

Annual Tax Documentation Notice

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. As the tax season approaches, we would like to remind you of the necessary documentation required to complete your annual tax return.

Please prepare the following documents:

- W-2 Forms from employers
- 1099 Forms for any additional income
- Receipts for deductible expenses
- Statements related to investments

If you have any questions or need assistance in gathering these documents, please do not hesitate to contact us.

Thank you for your timely attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]