

Important: End-of-Year Tax Preparation Reminder

Dear [Client's Name],

As we approach the end of the year, we want to remind you of the upcoming deadlines and important tasks regarding your tax preparation. Please take note of the following:

- **Document Collection:** Gather all necessary documents such as W-2s, 1099s, receipts, and any other relevant tax information.
- **Deadline for Contributions:** Make sure to complete any contributions to retirement accounts by December 31.
- **Tax Deductions:** Consider any potential deductions you can claim this year.
- **Appointment Scheduling:** Please schedule your tax preparation appointment with us as soon as possible to ensure timely filing.

If you have any questions or need assistance, do not hesitate to reach out to our office at [Phone Number] or [Email Address]. We are here to help you!

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]