

# Tax Compliance Follow-Up

Dear [Client's Name],

I hope this message finds you well. As we approach the end of the tax period, I wanted to follow up regarding your tax compliance status for the year [Year].

It is important to ensure that all necessary documents are submitted and any outstanding issues are addressed promptly. Please review the following items:

- Confirmation of income statements and expenses
- Receipt of any outstanding invoices
- Review of any changes in your tax situation

If you have already completed these steps, please disregard this message. Otherwise, I would appreciate your prompt attention to this matter to avoid any complications.

Feel free to reach out if you have any questions or need assistance. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]