

# Reminder: Tax Return Preparation

Dear [Client's Name],

We hope this message finds you well. As we approach the tax season, we would like to remind you to prepare your tax return documents for the year [Year].

Please gather the following information:

- W-2 forms from your employers
- 1099 forms for any freelance work
- Receipts for deductible expenses
- Last year's tax return for reference

Our team is ready to assist you in this process. Please confirm a time for us to meet or send your documents electronically by [Deadline].

Thank you for your attention to this matter. We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]