

# Important Files for Tax Completion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the important files required for the completion of your tax return for the year [Insert Year]. Please ensure to gather the following documents:

- W-2 Forms from all employers
- 1099 Forms for any freelance or contract work
- Form 1098 for mortgage interest
- Bank statement summaries for interest income
- Records of any deductible expenses
- Previous year's tax return
- Additional documentation for credits and deductions

Please submit these documents to our office by [Insert Deadline]. If you have any questions or require assistance, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]