

# Request for Required Paperwork for Tax Filing

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the tax filing deadline, I would like to kindly request the necessary paperwork required for the completion of your tax file for the year [Insert Year].

Specifically, please provide the following documents:

- W-2 Forms
- 1099 Forms
- Receipts for Deductible Expenses
- Proof of Health Insurance Coverage
- Any Other Relevant Financial Documents

It would be greatly appreciated if you could send these documents by [Insert Due Date] to ensure a smooth and timely filing process.

Thank you for your attention to this matter. Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]