

Tax Documentation Requirements

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to remind you of the necessary documentation required for tax purposes for the upcoming fiscal year. To ensure compliance and timely processing, please provide the following documents:

- W-2 Forms for all employees
- 1099 Forms for contractors
- Income statements and receipts for all business-related expenses
- Prior year tax return
- Any relevant supporting documents

We kindly ask you to submit these documents by [Insert Deadline Date] to avoid any delays in processing.

If you have any questions regarding these requirements, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]