

Verification of Documents for Tax Preparation

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm that the following documents have been reviewed and verified for the purpose of tax preparation:

- W-2 Forms for the year [Insert Year]
- 1099 Forms (if applicable)
- Bank Statements for the year [Insert Year]
- Receipts for Deductions
- Other Income Documents

Please note that these documents are essential for ensuring accurate tax filing. If there are any further questions or additional information is needed, feel free to contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]