

Annual Tax Document Reminder

Dear [Recipient's Name],

We would like to remind you that the deadline for submitting your annual tax documents is approaching. Please ensure that you have all the necessary documents ready by [Due Date].

To assist you, here is a checklist of required documents:

- W-2 Form(s)
- 1099 Form(s)
- Proof of Expenses
- Bank Statements
- Any Other Relevant Documentation

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]