

# Follow-Up on Tax Documentation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the tax documentation that is due for submission.

As of today, we have not yet received the following items:

- [List of required documents]
- [Additional documents if necessary]

To ensure compliance and avoid any potential penalties, please provide the requested documents by [specific date]. If you have any questions or need assistance, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]