

Updated Tax Document Solicitation

Dear [Recipient's Name],

We hope this message finds you well. As we approach the tax season, we would like to remind you of the importance of keeping your records up to date.

We are reaching out to request any updated tax documents that may be necessary for the completion of your tax filings. Specifically, we would appreciate it if you could provide us with the following:

- Your most recent W-2 form
- 1099 forms from any freelance or contract work
- Mortgage interest statements
- Any other relevant tax documents

Please submit these documents by [Deadline Date] to ensure that we can process your tax filings in a timely manner. If you have any questions or need assistance, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]