

## TAX DOCUMENT NOTIFICATION

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Subject: Tax Document Notification

Dear ,

I trust this letter finds you well. As we approach the start of the tax filing season, I am writing to inform you about the availability of your tax documents for the tax year.

Please find enclosed the necessary tax documents as follows:

Please review the enclosed materials carefully and provide them to your tax professional or use them when filing your taxes personally. Be sure to verify that all the information in the documents is accurate. Keep these documents in a safe and accessible place for your records.

If you have any questions or notice discrepancies, please contact us at at your earliest convenience. We are here to assist you should you have any questions or require further clarification.

Sincerely,

Enclosures: