

**Date:** [Insert Date]

**To:** [Contact Person/Name of Entity]

[Company Name]

[Company Address]

**Subject: Notification of Missing Tax Returns**

Dear [Name],

Our records indicate that we have not received the following tax return(s) for the entity listed below:

**Entity Name:** [Insert Entity Name]

**Tax Identification Number (TIN/EIN):** [Insert ID Number]

**Type of Return:** [e.g., Form 1120 / Form 1065]

**Tax Period(s) Missing:** [Insert Year/Period, e.g., 2022, 2023]

Please review your records to determine if these returns have been filed. If you have already filed these returns, please provide a copy of the filed return along with proof of submission (such as a certified mail receipt or electronic filing confirmation).

If the returns have not yet been filed, please complete and submit them by [Insert Due Date]. Failure to file may result in penalties, interest charges, or further administrative action.

If you believe you are not required to file for these periods (e.g., the entity was dissolved or inactive), please provide written documentation explaining the status of the business.

Please send all correspondence and documentation to:

[Insert Department Name/Contact Info]

[Insert Mailing Address]

[Insert Email/Fax Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Organization]