

**Date:** [Insert Date]

**To:** [Recipient Name/Entity Name]

**Address:** [Recipient Address]

**Tax Identification Number:** [Insert TIN/SSN]

**Subject: MANDATORY DEADLINE FOR OUTSTANDING TAX DOCUMENTATION**

Dear [Recipient Name],

This letter serves as a formal notice regarding missing tax documentation required for the tax year(s): [Insert Year(s)]. Our records indicate that the following documents have not yet been received:

- [List Document 1, e.g., W-2 / 1099 Forms]
- [List Document 2, e.g., Proof of Business Expenses]
- [List Document 3, e.g., Foreign Asset Statements]

Please be advised that the final deadline for the submission of these documents is **[Insert Deadline Date]**. Failure to provide this information by the specified date may result in the following actions:

- Inability to file tax returns by the legal deadline.
- Accrual of late filing penalties and interest charges.
- Disqualification of certain deductions or credits.
- Potential legal or regulatory audits.

You may submit these documents via [Insert Method: Secure Client Portal / Certified Mail / In-Person].

If you have already sent these documents, please disregard this notice. If you require assistance or have questions regarding these requirements, contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Firm Name]

[Your Title]

[Your Contact Information]