

Date: [Date]
Tax Year: [Year]

Recipient Name: [Recipient Name]
Address: [Recipient Address]

Subject: Important Tax Documentation Enclosed

Dear [Recipient Name],

Please find enclosed the tax documents related to your transactions for the tax year [Year].

The enclosed documents include:

- [Form Name, e.g., Form 1099-K]
- [Document Name, e.g., Annual Sales Summary]
- [Other Document]

These documents provide a summary of your gross sales and reportable transactions. We recommend that you keep these records for your tax filings and consult with a tax professional if you have questions regarding your specific tax obligations.

If you notice any discrepancies or believe there is an error in the information provided, please contact our support team at [Phone Number] or via email at [Email Address] so we can review the records.

Thank you for your business.

Sincerely,

[Your Name/Company Name]
[Title]
[Company Website]