

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tax Professional Name/Accounting Firm]

[Firm Address]

[City, State, Zip Code]

RE: Annual Tax Filing Documentation for [Tax Year]

Dear [Recipient Name],

Please find enclosed the necessary documentation for my annual federal and state tax filings for the tax year [Year].

This packet includes information regarding my e-commerce and sales activities, specifically:

- Annual Sales Summary (Gross Revenue)
- Form 1099-K copies from payment processors (Amazon, Shopify, PayPal, etc.)
- Cost of Goods Sold (COGS) reports
- Inventory valuation as of December 31, [Year]
- Detailed expense logs (Shipping, marketplace fees, advertising, and software)
- Home office and business use of vehicle documentation

Please review these documents and advise if any additional information or clarification is required to complete the filing. I would like to schedule a brief call or meeting once you have performed an initial review of the materials.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Your Printed Name]

[Business Tax ID / EIN]