

**Date:** [Insert Date]

**Subject:** Important: Your [Insert Year] Tax Documents are Now Available

Dear [Seller Name],

We are writing to inform you that your tax documents for the [Insert Year] calendar year are now available for your review and download.

**Document Details:**

- **Form Type:** [e.g., Form 1099-K]
- **Reporting Period:** January 1, [Year] - December 31, [Year]
- **Seller Account:** [Insert Account ID/Name]

**How to Access Your Documents:**

1. Log in to your Seller Dashboard.
2. Navigate to the "Settings" or "Reports" section.
3. Click on "Tax Documents."
4. Select the [Insert Year] folder to download your PDF copy.

Please ensure that you provide these documents to your tax advisor or accountant when filing your annual tax return. If you notice any discrepancies in the reported gross sales or account information, please contact our support team immediately.

If you have already received a physical copy via mail, this electronic version is for your digital records.

Regards,

[Company Name] Tax Compliance Team  
[Website URL]  
[Support Contact Information]

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Note: This letter does not constitute professional tax or legal advice. Please consult with a tax professional regarding your specific tax obligations.