

[Accountant Name/Firm Name]
[AddressLine 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[City, State, Zip Code]

Dear [Client Name],

Enclosed are your completed federal and state income tax returns for the tax year ending December 31, [Year].

Please review these documents carefully. Based on the information provided, your tax filing results are as follows:

- Federal Tax [Refund/Owed]: \$[Amount]
- State Tax [Refund/Owed]: \$[Amount]

Action Required:

Before we can electronically file your returns, you must sign and return the enclosed **Form 8879 (IRS e-file Signature Authorization)** and any corresponding state authorization forms. Please return these to our office by [Date].

Payment Instructions:

If you have a balance due, payments must be submitted to the respective tax authorities by [Tax Deadline Date] to avoid penalties and interest. We have included payment vouchers and mailing instructions for your convenience.

Please keep a copy of these returns for your permanent records. We recommend retaining these documents for at least seven years.

Thank you for choosing [Firm Name] for your tax preparation needs. If you have any questions regarding your return, please contact us at [Phone Number].

Sincerely,

[Accountant Signature]
[Accountant Printed Name]
[Firm Name]