

[Date]

[Tenant Name]  
[Business Name]  
[Suite/Unit Number]  
[Property Address]

**RE: Annual Lease Tax Documentation Reminder**

Dear [Tenant Name],

This letter serves as a formal reminder regarding the submission of annual lease tax documentation for the property located at [Property Address].

Pursuant to Section [Section Number] of your Lease Agreement, tenants are required to provide updated documentation regarding [Specify Tax Type, e.g., Sales Tax Returns, Possession Tax, or Property Tax Certifications] for the previous calendar year.

Please submit the following documents to the Management Office no later than [Due Date]:

- [Document Requirement 1]
- [Document Requirement 2]
- [Document Requirement 3]

You may submit these documents via [Email Address] or by mail to the address listed below:

[Landlord/Management Company Name]  
[Mailing Address]  
[City, State, Zip]

Failure to provide this information by the deadline may result in [Late Fee/Penalty] as outlined in your lease terms.

If you have already submitted these documents or if you have any questions regarding this request, please contact us at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Company Name]