

Sample Letter: Premium Billing For Late Tax Preparation Information

Date

Client Name

Client Street Address

Client City, State, Zip Code

RE: (200x) Income Tax Returns

Dear (Client Name):

This letter serves as a formal reminder that THE FINAL EXTENSION ON YOUR TAX RETURN EXPIRES Monday, October 15, 200x. In order for us to produce returns, which would generate the lowest possible tax and take all alternatives into consideration, we need to have your information no later than (Insert Determined Date).

Returns coming in this late create a sense of urgency, stress, and risk of error on our part to provide the return to you to be filed timely. This causes us to incur substantial extra cost and as a result will be subject to premium pricing. This premium pricing is a minimum 25% increase above normal hourly rates.

It is senseless to incur these extra charges. You pay a premium for a product for which we have not had sufficient time to consider all options and to know it is the best possible product. You also have not given yourself ample time to review the returns for which you have final responsibility.

Your immediate attention is appreciated.

As always, if you have any questions, please feel free to call.

Sincerely,

CPA Name

Firm Name