

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: N A M E

Dear N A M E:

I spoke with on D A T E . He called me to remind us that W2's for the corporation needed to filed by D A T E , and that the tax return for the corporation is due D A T E . Obviously, these IRS requirements must be met regardless of whether the business is sold. Please consider whether you want to prepare these documents or whether you would prefer to use your local accountant. In light of the situation, I believe that using your local CPA or some other local accountant would be advisable.

Please let me know if I need to do anything further regarding this matter. Should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

BY:

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