

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

Date

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Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name vs. Name

Dear Name:

Name has requested that we supplement our discovery by providing them with your Year tax return. Please let me know if this return has been filed, and if so, please provide me with a copy.

Should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

Name

BY:

Name

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