

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Tax Report Summary for [Tax Year/Period]

We are pleased to provide you with the tax reports generated through our Xero accounting system for the period ending [Date]. This document contains a summary of our financial activities and fulfillments of tax obligations for the specified timeframe.

****1. Income Summary****

Total Revenue: \$[Total Revenue Amount]

Total Expenses: \$[Total Expenses Amount]

Net Income: \$[Net Income Amount]

****2. Tax Liabilities****

Taxable Income: \$[Taxable Income Amount]

Estimated Tax Liability: \$[Estimated Tax Liability Amount]

****3. Deductions and Credits****

Total Deductions: \$[Total Deductions Amount]

Applicable Tax Credits: \$[Total Tax Credits Amount]

****4. Attachments****

Please find attached the following documents:

- Detailed Income Report

- Expense Breakdown

- Tax Calculation Report

If you require any further details or clarification, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]