**Tax Preparer Letter to Client**

From,

Meera Singh

17378 A-Avenue

Delhi

Date: 19th May 2020

To,

Jack Mack

The internal revenue service department

Delhi

Subject: Tax Preparer Letter

Dear Sir,

Your payment has not been received as of the date of the notice. As a result, and according to the lease, a late charge will be charged and added to your total balance. It is a serious matter, and your urgent attention is required.

Please contact me as soon as you receive this notice.

Sincerely,

Meera Singh