
Late Client Submissions Follow-up Email Template

Subject: Follow-Up: Outstanding Information Needed for Your Tax Filings

Hello **[client name]**,

I hope you are doing well today. I am following up on the information needed to begin preparing your upcoming **[federal and/or state]** tax returns. We are missing some required documents, which may affect our ability to meet filing deadlines.

To stay on track, please review the list below and provide the remaining items as soon as possible.

Information Needed	Status	New Due Date
[e.g., Payroll records]	[Missing/Incomplete]	[Date]
[e.g., State-specific records]	[Missing/Incomplete]	[Date]

Please submit this information together to reduce processing delays.

Additionally, please note that if information is received after **[specific date]**, we may need to request an extension or adjust your filing timeline.

Thank you for your attention to this—it helps us finalize your returns efficiently and avoid potential penalties or delays.

Best regards,

[Your Name]

[Your Firm Name]

[Your Contact Information]