
Late Submission Follow-up Email Template

Subject: Follow-Up: Outstanding Information Needed for Your **[W-2 or 1099]**

Hello **[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]** wage and tax statement **[(W-2 or 1099)]**. We are missing some required information, which may affect our ability to meet our 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., Updated address]	[Missing/Incomplete]	[Date]
[e.g., Name change]	[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 the filing timeline, which may delay the issuance of your form.

Thank you for your attention to this. Your cooperation helps ensure accurate reporting and smooth filing for the upcoming tax season.

Best regards,
[Your Name]