**Subject Line:** Just a Friendly Reminder – You Have Documents Due!

Hello (client),

Our team has been working diligently to complete your case. We’ve reached an impasse, however, as we need your assistance to proceed with your services. Without the requested information for your case, we will lose our cooperative relationship with the IRS and/or state. Loss of this relationship can jeopardize the hard work our team has put into resolving your tax matters. Further delay may also leave you vulnerable to aggressive collection actions.

The success of your services is important to us as we would like nothing more than to continue your road to resolution.

**For our team to continue assisting you with your tax matters, we must receive the following items:**

*

Contact me today to discuss the needed documentation and prevent further delay in your case progression.

**It’s important you know that we are unable to continue forward without this information or your cooperation.**

*Please make me aware if you need help obtaining the appropriate information or assistance completing your documents.*

I hope to hear from you soon!

Sincerely,