

Initial guidance for a complicated tax scenario

Subject: Preliminary Tax Guidance “ [Case Description]

Dear [Client Name],

After reviewing your financial and business records, we provide preliminary recommendations to address potential tax exposure. These include:

1. Identifying areas for compliance improvement.
2. Considering available tax reliefs and exemptions.
3. Evaluating timing of income recognition and deductions.

This advice is provisional and subject to further analysis. Please provide additional documentation to enable a complete review.

Regards,

[Advisor Name]

[Position]

[Firm Name]

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