Date

Dear «GreetingName»,

As you know, many changes have been made in response to current events, specifically the COVID-19 pandemic. The Internal Revenue Service has postponed 2019 federal income tax filing and payment to July 15, 2020.

It is in your best interest to address any questions you have with your tax, legal and account representatives. Please note, I am providing this information to make sure you are up to date with information that might impact your personal finance situation, and this is information is not provided as tax advice.

Respectfully,

«RepresentativeName»

«RepresentativeTitle»

«RepresentativeDisclosure»