

Casual email with basic tax advice

Subject: Quick Tax Tips for [Year]

Hi [Client Name],

Just a quick note to help with your taxes this year:

- Make sure all receipts and invoices are organized.
- Check if you're eligible for deductions on healthcare and education expenses.
- Consider contributing to tax-advantaged accounts before the year-end.

Let me know if you want a more detailed review.

Cheers,

[Advisor Name]

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