



Commonwealth of Virginia  
Department of Taxation

**MISSING DOCUMENTATION**

April 2, 2024

SHALEESE L WRIGHT



Tax Type: Individual Income

Correspondence ID: 76549589

Dear Taxpayer:

**Why you received this letter...**

We received your 2023 Individual Income tax return, but we did not receive the following **required** attachments:

Form(s) W-2, Form(s) 1099, and/or Schedule INC were not received with the return

**What you need to do...**

Return this letter *and* the required information to us by April 17, 2024.

Fax this letter and information to (804) 254-6101 or mail to the Office of Customer Services, Resolution Section, PO Box 1255, Richmond, VA 23218-1255.

You may wish to keep a copy of this letter for your records. If you have any questions or need assistance, call (804) 367-8031.

Office of Customer Service  
Error Resolution Section

For Office Use 258432078 1 A 279963285 S 434959881

ARRP001A Missing Documentation-Tax Return

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